

cc-Mr. Rosen
Mr. Caver

66-2435-396X
SAC, Savannah

January 7, 1946

RECORDED TO John Edgar Hoover - Director, Federal Bureau of Investigation

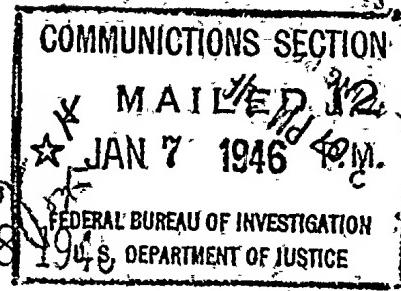
PAROLE REPORTS

Reference is made to your letter of December 20, 1945, in the captioned matter wherein you request to be advised whether or not Parole Reports should be forwarded to the Bureau as enclosures to Investigative Reports.

Parole Reports are separate communications and they should not, therefore, be forwarded to the Bureau as enclosures to Investigative Reports. It is also necessary that abstracts be prepared to accompany Parole Reports as on other communications but the abstracts need only reflect that the communication is a Parole Report.

In this connection it may be said that the Bureau desires that Parole Reports be prepared for submission to the Bureau at the same time as the Investigative Report reflecting prosecution and the synopsis of the Investigative Report should reflect that a Parole Report is being submitted.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy



Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 20, 1945

2

FROM : SAC, Savannah

SUBJECT: PAROLE REPORTS

Please advise whether parole reports should be forwarded to
the Bureau as enclosures to investigative reports.

DKB:BLH

Memo to Savannah
1-7-46
W.H.C./mg.

RECORDED

66-2435-396X
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W.H.C.

cc - Mr. Rosen
Mr. Caver

66-2435-396.X1
W.C. Birmingham

EX-8

December 13, 1945

J. Edgar Hoover - Director, Federal Bureau of Investigation

PAROLE REPORTS

Reference is made to your letter of November 30, 1945, in which you requested advice as to whether or not the Bureau had any objection to your Division furnishing the interested United States Attorney with a copy of Parole Reports.

As you know, Parole Reports are prepared at the request of the U. S. Board of Parole and are intended only to assist the Board in deciding whether or not parole should be granted to Federal prisoners convicted on the basis of an offense within the primary investigative jurisdiction of the Bureau. It is believed, therefore, that the procedure of furnishing copies of those reports to United States Attorneys should not be adopted, due to the fact that it would involve extra work for the Bureau which is not believed to be justified. There is, however, no objection to an interested U. S. Attorney perusing a Parole Report prepared by the Bureau in those instances where a specific request is made at a Bureau Division.

VHC:MJR

JEC 14

RECORDED
12/13/45
47 AM '45

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurber
Mr. Hendon
Mr. Pennington
Miss Fair
Mr. Nease
Miss Candy

M-11-1-3

12/13/45 47

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Birmingham
SUBJECT: PAROLE REPORTS

DATE: November 30, 1945

With reference to Bureau Bulletin No. 59, Series 1945, it will be appreciated if the Bureau will advise whether it has any objection to furnishing the interested United States Attorney with a copy of parole reports. It is possible that there is some variance in the offices' practice on this, and it is believed that on occasions the United States Attorney may benefit by receiving such a copy, especially should his office receive an inquiry from the U. S. Probation office.

HAS:rlg

C.W.

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2 DEC 4 1945

filed Birmingham
12-13-45
W.H.

M.H.

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66-2435-397

CHANGED TO

66-5439-2154

e

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. Rosen

FROM : Mr. G. C. Callan

SUBJECT: REPORT WRITING IN NEGATIVE INVESTIGATIONS OF NMVTA AND THEFT OF GOVERNMENT PROPERTY CASES

DATE: January 16, 1946

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beath	_____
Miss Candy	_____

In-Service Class No. 1 raised the question during my lecture on January 14 as to why it was necessary to write a report in a NMVTA or Theft of Government Property case when the information developed was negative and the whole case could be opened and closed with one report.

Two examples were given with regard to the Theft of Government Property cases, the members of the class stated that they frequently received reports from another Government agency that certain property has been stolen. They conduct a preliminary investigation, and the property turns up not stolen but merely misplaced. They stated that there are certain types of cases covered in Part I, page 25 of the FBI Handbook which can be closed by the use of a memorandum under such circumstances but that Theft of Government Property is not one of them. They had the same problem with NMVTA cases. In other words, a car is recovered with another state license on it. Information is received that the car was stolen. They investigate it and find out that it was not in fact stolen and that the person who left the car at the place where it was recovered had a legal right to possession of the automobile. For example, a boy who usually has the right to drive his father's car does so. The father, not knowing his son has the car, reports it stolen. It was found across the state line in front of a night club. Members of the class seem to think that such a case should be closed by memorandum rather than by a report.

Personally, I can't see why it is so much more complicated to write a report than it is to write a memorandum. It has always been my theory that whenever agents of the Bureau conduct an investigation, their investigative activity should be reflected in a report. That theory, of course, does not hold good with regard to the types of cases mentioned on page 25 of the Handbook.

Recommendation

It is recommended that this memorandum be routed to the NMVTA and Theft of Government Property supervisors in order that they may inform the class of the reasons why reports are necessary in these two types of cases and if no such reason exists, it is recommended that this memorandum be forwarded to the Training and Inspection Division because the Handbook may be appropriately changed to include these two categories among the cases which may be closed by a memorandum or letter to the United States Attorney.

RECORDED 66-2165-398
&
INDEXED 36

GCC:FAW

only, approves. Attn.

50 MAR 4 1946 contain too many statistics of recoveries of property (including guns & ammunition) to endeavor to establish rules on when to submit report. Recommended continue to submit reports, although classified.

Office Memorandum

UNITED STATES GOVERNMENT

LBN:hym

TO : MR. TOLSON

DATE: 1/17/46

FROM : L. B. NICHOLS

SUBJECT:

Judge Arthur Wood of the U. S. Parole Board called me this morning. He inquired about parole reports, pointing out that he had suggested they be revived several months ago. I told him I felt sure the Director had inaugurated this practice based upon his suggestion, but I would check into it.

Mr. Rosen informs me that two copies of each parole report are designated for the Bureau of Prisons.

RECORDED

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Office
of the
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and
Prepared
by

FEDERAL BUREAU OF INVESTIGATION

1946

TO:

Director
 Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Ladd
 Mr. Coffey
 Mr. Glavin
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Q. Tamm
 Miss Gandy
 Mr. Nease
 Mr. Callan

~~ROB~~ Mr. Aulenbacher
~~RCMP~~ Mr. Bachman
~~WCK~~ Mr. Batts
~~PA~~ Mr. Finley
 Mr. Foltz

Mrs. Crockett
 Mrs. Bates
 Miss Miner
 Miss O'Donnell

See me
 Call me
 Send file
 Bring up-to-date
 Appropriate action

Mr. Mumford
 Mr. Carson
 Mr. Fitch
 Mr. Newby
 Mr. Strickland
 Mr. Harbo
 Mr. Jones
 Mr. McGuire
 Records Section
 Personnel Files

TO:

~~STO~~ Mr. H. H. Hair
~~WCK~~ Mr. Lawson
~~PA~~ Mr. Hughes
~~PA~~ Mr. R. B. Scott

~~MR. MURRAY~~
~~MR. LEVY~~

Note and return
 Place on record
 Place on record
 and return
 Initial

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #9B
 EMPLOYEE: MR. H. H. CLEGG

DATE: February 26, 1946

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
 R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That parole reports be eliminated.

ADVANTAGES:

1. A tremendous saving in clerical and Agents' time.
2. Probation officers have been appointed to collect the data contained in such reports and to furnish such information to the Parole Board for recommendation.
3. U. S. Attorneys submit a parole report and recommendation prepared substantially upon the facts contained in Bureau Agents' investigative reports.
4. The Probation officers, the U. S. Attorneys and the Parole Board have access to the information in FBI investigative reports, since copies of such reports are furnished to the Department Records Division and the U. S. Attorneys.
5. Unless work not absolutely necessary for the completion of the investigation from the FBI standpoint is conducted, information is not always available for a complete and adequate parole report.
6. The Bureau receives no benefit from the parole report.

DISADVANTAGES:

1. It would deprive the Parole Board of these reports which they have in the past claimed to be helpful and valuable. However, the submitting of parole reports was suspended during the war with no indication of improvement or ill effects on the system of paroles and, further, since the reports are available to the Parole Board in the Department's files.

This is merely doing clerical work and Agents' work for the Parole Board which the Bureau gets no compensation or special appropriation for, and in view of the reduction in appropriation and clerical staff this is a burden, the continuation of which is not justified.

RECORDED

66-2435-398 X

RECOMMENDATION: Unanimously approved, &

INDEXED

31 MAR 1946

EXECUTIVES' CONFERENCE ACTION: The majority of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Mumford, Ladd and Rosen disagree with the Special Committee's recommendation and believe that the parole reports should be continued.

bx 57 APR 3 - 1946

RCH/wl

Mr. Tolson
 Mr. E. E. Conroy
 Mr. R. C. Hendon
 Mr. E. Scheidt
 Mr. H. H. Clegg
 Mr. J. M. Mumford
 Mr. W. E. Glavin
 Mr. C. E. Tracy
 Mr. C. Nichols
 Mr. Ladd
 Mr. Tolson
 Mr. Nichols
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Baum
 Miss Gund

M. Tolson
C. Nichols
W. E. Glavin

66-2435-398 X

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It was their belief that the Bureau had an obligation to provide the Parole Board with information bearing upon the advisability of paroling subjects in Bureau cases. It was also pointed out by these members of the Conference that most law enforcement agencies submit reports of a similar nature upon which institutional or parole action is based and further that if the Bureau at any time takes a definite stand against improper parole practices we would be subject to criticism if we refused to furnish parole reports to the Federal Parole Board.

Messrs. Harbo, Hendon and Clegg supported the Committee's recommendation for the reasons stated above under advantages. They definitely feel that while it is very nice to submit parole reports the Bureau obtains no benefit from them and because of the saving in Agents and clerical time they should be discontinued.

Respectfully,
For the Conference

Clyde Tolson

✓
EAD

E. A. Tamm

CC - Mr. Clegg

MR. X
CONTINUE
3/5 ✓

RCH:DW

February 28, 1946

MEMORANDUM FOR MR. CLEGG

Please expedite the survey which is being made by your division to correct the practice indulged in, by the field of submitting unnecessary status reports.

Very truly yours,

John Edgar Hoover
Director

RCH:DW

CJ

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166-2435-399
FEB 28 1946
REC'D MAR 14 1946

EX-47

202 11th Street, N.W.
Washington, D.C.

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1946

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

Mr. Tolson	Mr. E. A. Tamm
Mr. Clegg	
Mr. Glavin	
Mr. Tadd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Evans	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION 9-J
EMPLOYEE: H. H. CLEGG
ASSISTANT DIRECTOR

DATE: 2/22/46

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beaman
Miss Candy

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: The elimination of ~~summary~~ reports.

ADVANTAGES:

1. Saves Agents' time in preparation.
2. Saves stenographic and clerical time in preparation and filing.
3. It is a service to United States Attorneys we could dispense with which is not absolutely necessary as it is a trial brief of facts which they themselves should prepare.

DISADVANTAGES:

1. It is a reporting function which the Bureau should perform.
2. It provides an automatic self-supervision of the case by the Agent to whom the case is assigned since the summary report will show up any missing or weak links of evidence.
3. It enables field and Seat of Government supervisors to do a better job of supervision.
4. It is inviting to the United States Attorneys to at least read the summary report thus increasing their proficiencies in the trial of individual cases and the possibilities of increased prosecutions and convictions and therefore is an aid in the administration of justice.

RECOMMENDATION: 1. Unanimously recommended that summary reports be retained.

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EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present it was unanimously recommended that summary reports be retained.

Respectfully,
For the Conference,

**RECORDED
INDEXED**

66-243540-0
F T E
10 MAR 21 1944
Tamm

cc - Mr. Hendon
Mr. Clegg

Clyde Tolson

HHC API

50 MAR 28 1946

Federal Bureau of Investigation
United States Department of Justice
202 U. S. Court House
El Paso, Texas
February 18, 1946

Director, FBI

Suggestions Letter #47

Re: ADMINISTRATIVE PROCEDURES

Dear Sir:

In compliance with instructions contained in SAC Letter #16, Series 1946, dated February 7, 1946, the following suggestions are submitted with reference to Administrative Procedures followed by Bureau field offices:

1- It is my opinion that considerable Agents' and stenographic time and time in the Chief Clerks Office could be saved if the Bureau's rule with reference to the preparation of Prosecutive Summaries were modified. The present rule requires that Prosecutive Summaries must be prepared in all cases wherein there will be probable prosecution. In the average criminal case, and particularly in cases involving the National Motor Vehicle Theft Act, it is my opinion the Prosecutive Summary could be eliminated without materially affecting the investigation or prosecution of the case. It will be noted that during the pressure of work during the war period, the Bureau rule concerning prosecutive summaries was not rigidly adhered to, but the successful prosecutions had far exceeded in number the prosecutions resulting at the time when such Prosecutive Summaries were prepared in all cases of probable prosecution. It would appear, as a final analysis, that Prosecutive Summaries do not increase successful prosecutions. It is recommended that the rule of the Bureau be amended to provide that Prosecutive Summaries are necessary only when the Agents are directed to prepare them by the Bureau or the Special Agent in Charge.

RECORDED 66-2435-400 X
2- It is recommended that the provision providing for the maintenance of a stop card or wanted notice file be modified. If an investigative case is appropriately indexed, it would appear that maintenance of the additional index card file for stop notices serves no useful purpose; for example, the El Paso Office maintains approximately 900 stop cards in its file. To keep this file in an absolutely current status requires considerable time on the part of the Chief Clerk. It is only possible for the Special Agent in Charge to make spot checks of this file because should all of the stop cards be checked intermittently, it would be necessary to withdraw 900 files from the cabinets and disrupt work in the Chief Clerks Office. It is my recommendation that stop cards be prepared only where a wanted notice or stop card is prepared on a case which will be placed in an RUC status. This provision would provide a follow-up for removal of stop notices in such cases. This would

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Joint Committee
memos #47-A, B

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H/3 Joint Committee
memos #47-C and
#47-D
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H/3

Director, FBI

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occur when a particular field office is requested to place a stop notice and there is no further action to be taken by the auxiliary office. When a case remains in a pending status, it is possible to "follow up" the stop notice to determine when it should be removed. The modification of this rule would eliminate the preparation of numerous stop cards.

(S) *of necessity*
3- It is recommended that the rule requiring that an asterisk be placed on an index card indicating the file number of a principal subject be modified. In order to efficiently handle the investigation of any matter, it would be necessary for the Agent to withdraw all cross referenced files and review them before taking any action. It does not appear to me that the asterisk serves a useful purpose, with the possible exception that in some of the larger field offices many cross references are contained in the files on such matters as investigations of members of the Communist Party. It is my opinion that in such instances the use of the asterisk should be left to the discretion of the Special Agent in Charge of a particular office.

(C)
4- In order to facilitate the filing of index cards and the location of files, it is recommended that a uniform procedure be adopted in the filing of index cards relating to automobile motor numbers. This suggestion is based upon the experience in the Chief Clerks Office in the El Paso Office. It is noted in the El Paso indices that in filing cards pertaining to motor numbers, the breakdown in the indices provided for the filing of the cards under the name of the car and by utilizing the entire motor number. Motor numbers pertaining to the various makes of cars, therefore, were distributed throughout the indices under the name of the car. An inspection of these files revealed numerous errors because of the difficulty in appropriately filing the cards by motor number, utilizing the entire number. In quite a number of instances, the clerks failed to make an identification. To remedy this situation, one section of the indices cabinets was utilized and labeled "Automobile Motor Numbers". The first breakdown in this section of the cabinets was alphabetical according to the names of the cars. The motor numbers under each car section were then broken down, utilizing only the last three numbers of the motor number. This facilitates the filing and searching, and eliminates the errors previously prevalent. It is possible that a number of field offices utilize this system, but to my knowledge, there have been no instructions issued to the field with reference to a uniform system of filing motor numbers.

(S)
5- A number of instances have occurred of recent date in unknown subject cases involving interstate transportation of stolen automobiles wherein the office of origin furnishes to the auxiliary office the license number of the stolen car. A file is opened, and an index card is made under the license number.

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Director, FBI

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The car is later recovered in another district with the stolen license plate and a file is opened up under the motor number of the car. Subsequently, it has been determined that two files were opened on the same car. This is brought about by the fact that the second file could not be identified by the license number previously furnished. It appears that if the office of origin is in possession of the license number that an inquiry could easily be made to determine the motor number. It is suggested that definite instructions be issued to the field concerning this problem.

Very truly yours,

R. C. Suran
R. C. SURAN
SAC

RCS:ACO

Investigative Report

57 JUN 24 1946 62

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Atlanta
 SUBJECT: ADMINISTRATIVE PROCEDURES

DATE: February 15, 1946

SAC Atlanta
 Reference is made to SAC Letter Number 16, Series 1946, dated February 7, 1946, entitled as above.

In connection with the Bureau's request, I wish to advise that consideration given to the streamlining of the Bureau's present administrative procedures has indicated the possible desirability of extending the provisions in connection with the administrative closing of cases. It is felt that the existing provisions in this regard could very well be extended to include such cases as Theft of Government Property, which at the present time constitute a large volume of the cases under investigation in most offices. For the most part, Theft of Government Property cases presently being investigated entail thefts from military and naval reservations and successful prosecution is, almost without exception, difficult because of the inability of military and naval officials to identify the property as stolen property. In view of this situation, many U. S. Attorneys refuse to prosecute these cases, which are being closed out in the early stages of the investigation and considerable work could be avoided if a provision were made for the administrative closing of these cases.

It is further felt that the existing requirements for the stamping of "FILE" on particular classifications could be simplified by either eliminating the practice entirely or by extending it so as to include reports in all cases other than those reflecting statistical accomplishments.

It is further felt that consideration might be given to the use of forms in connection with cases which are secured in a large volume from a single source. A specific example of what I have in mind would be the use of forms in regard to reports received by the Atlanta Office in connection with National Motor Vehicle Theft Act cases referred to this office by the Automobile Underwriters Detective Bureau. Under the present procedure, reports are prepared on the basis of these forms, most of which are placed in an HUC status and the office of origin designated on the basis of information received. It is felt that a form could very well be used, indicating the description of the car, the place of theft, and the place of recovery, which constitutes all of the information received in connection with these cases and thereafter a copy of such letter could be directed to the interested office and a copy placed in the 25-0 file of this office. This procedure could very well be adopted in other localities where similar conditions exist and would obviate the necessity of opening and closing cases on the basis of the information received.

It is likewise felt that consideration might be given to the destruction of old case files maintained in field offices, which become a problem when the necessity for moving offices and changing office space arises. In view of

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Memo for the Director
Joint Committee
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SAC Atlanta

Director, FBI

February 15, 1946

the fact that duplicate files are maintained at the Bureau's headquarters, it is felt that it might be advisable to provide for the destruction of old case files after a given period of years in order to guard against the wholesale accumulation of those files which are no longer of any great value to present field office functions.

Further consideration will be given to this matter and the Bureau will be given to this matter and the Bureau will be advised from time to time as to any suggestions which may come up in the course of handling the routine business in this field office district.

JFT:SL

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

633 Federal Building
Louisville, Kentucky

February 15, 1946

DIRECTOR, FBI

Suggestion Letter #13

RE: ADMINISTRATIVE PROCEDURES

Dear Sirs:

In compliance with Bureau Letter dated February 7, 1946 entitled SAG Letter No. 16, Series 1946, I desire to call to the Bureau's attention the following recommendations for changes in administrative procedure.

A large percentage of space of all field offices is utilized for the storage of closed files. The rental of such space in most instances is a high factor in the cost of operation of the Bureau Field Division as well as the Seat of Government itself. I am cognizant of the value which is obtained from reference to closed files and the necessity of preserving them. However, in the vast majority of instances, those files are made up of numerous copies of the same material, which is in effect, a considerable waste of space.

I am therefore recommending that Bureau Field Divisions, upon the closing of official files, remove from those files all copies of all serials in excess of one copy of each serial. I believe that such a procedure will reduce the space utilized by closed files at least two-thirds.

A considerable amount of time is expended by the clerical staff of field offices in checking the indices on incoming communications. It is believed that by an amendment of Section 11K (2) of the Manual of Rules and Regulations to indicate that the office from which communications emanate directed to the Bureau or field offices, set forth either in the reference or at the place for designation of copies, the known file numbers of offices receiving copies of that communication. As a rule that information is readily available to the dictating employee at the time of dictation.

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EX-22

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37 JUL 23 1946

Director, FBI
2/15/46

It is further recommended that the use of the search stamp which is presently being utilized by all field offices be discontinued. At present it is necessary that each incoming communication bear the searching stamp impression. I can readily see the value obtained by such a procedure in extremely large field offices, however, in the majority of field offices, the designation of the duties of clerical employees are so defined that it is unnecessary to have the information appearing on the searching stamp in order to ascertain just what employee handled such incoming communication.

It is also desired that the Bureau give consideration to permitting all investigative matters be closed administratively by the Special Agent in Charge except those cases in which the Bureau specifically has requested the investigation or other Governmental agencies are interested, and those cases where closing reports are necessary to report statistical information. I know that the Bureau has adopted such a procedure in many of the Bureau's investigative classifications, however, I believe that the adoption of such a procedure could be extended to almost all classifications.

Very truly yours,

H. W. McFarlin
SAC

LHM:bl

cc: Mr. Rosen
Mr. Boyle

SAC, Indianapolis

March 22, 1946

J. Edgar Hoover - Director, Federal Bureau of Investigation

IMPERSONATION
ILLEGAL WEARING OF THE UNIFORM
REPORTS INCORRECTLY MARKED "FILE"

It has been noted that within the past three months seventeen reports in Impersonation and Illegal Wearing cases have emanated from your office marked "file," contrary to Bureau instructions.

You are requested to immediately take steps to insure that the supervisory personnel handling illegal wearing and impersonation cases follow Bureau instructions with regard to marking reports "file," as set out in Bureau Bulletin No. 11, Series 1945, dated February 7, 1945.

RECORDED

EX-18

53 MAR 25 1946

R/S

GRB

M. Tolson
E. A. Tamm
Clegg
Olavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Jurnea
Harbo
Henderson
Pennington
Mr. Quinn Tamm
Mr. Lease
Miss Gandy

ELB:aes

cc: Mr. Rosen
Mr. Boyle

SAC, Dallas

March 22, 1946

J. Edgar Hoover - Director, Federal Bureau of Investigation

l.
IMPERSONATION

ILLEGAL WEARING OF THE UNIFORM
REPORTS INCORRECTLY MARKED "FILE"

It has been noted that within the past three months twenty-two reports in Impersonation and Illegal Wearing cases have emanated from your office marked "file," contrary to Bureau instructions.

You are requested to immediately take steps to insure that the supervisory personnel handling illegal wearing and impersonation cases follow Bureau instructions with regard to marking reports "file," as set out in Bureau Bulletin No. 11, Series 1945, dated February 7, 1945.

RECORDED 66-2435-402
F B I
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(R/S)

Toison	
E. A. Tamm	
Clegg	
O'Davin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Harbo	
Harden	
Henningson	
M. Quinn Tamm	
Mr. Reese	
Miss Candy	

MAR 22 1946

ELB:as

34

cc; Mr. Rosen
Mr. Boyle

SAC, Boston

March 22, 1946

J. Edgar Hoover - Director, Federal Bureau of Investigation

IMPERSONATION

ILLEGAL WEARING OF THE UNIFORM
REPORTS INCORRECTLY MARKED "FILE"

It has been noted that within the past three months twenty-three reports in Impersonation and Illegal Wearing cases have emanated from Boston marked "file," contrary to Bureau instructions.

You are requested to immediately take steps to insure that the supervisory personnel handling illegal wearing and impersonation cases follow Bureau instructions with regard to marking reports "file" as set out in Bureau Bulletin No. 11, Series 1945, dated February 7, 1945.

RECORDED

44-18

53 MAR 25 1946

76-2435-463

ER WPP

R/S

Folson
Mr. A. Tamm
Clegg
Mr. Gavin
Mr. Hinde
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Journeay
Mr. Harbo
Mr. Hendon
Mr. Pennington
Quinn, Farn
Reese
Miss Gandy

ELB:aes

21

~~CONFIDENTIAL~~
SAC, St. Louis

March 21, 1946

66-2455-404
John Edgar Hoover, Director, Federal Bureau of Investigation

~~EX-270~~

SUGGESTION

Reference is made to your letter dated March 14, 1946 submitting the suggestion of Assistant SAC Herbert K. Moss with reference to the title of reports. This entire matter has recently been reviewed and recommendations have been made and are now being given consideration which if finally approved will considerably alter the instructions presently appearing in the manual and handbook. Pending the outcome of these studies action will be deferred on the suggestion of Agent Moss.

I do desire to express my appreciation for your thoughtfulness in submitting this suggestion.

f2

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Olavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Office Memorandum

UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, SAINT LOUIS
 SUBJECT:

DATE: MARCH 14, 1946

Investigations Reports

It is the suggestion of ASAC HERBERT K. MOSS that the Training Division of the Bureau, in connection with the In-Service Training, stress provisions of Section 46, Part One of the FBI Handbook, to the effect that the complete title of a report shall be set forth whenever a report is sent to an office which has not received a previous report setting forth the complete title.

It is observed at the present time that reports are received occasionally by this office which fail to comply with the above provisions of the FBI Handbook.

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EX-20

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : The Executive Conference
 SUBJECT: INVESTIGATIVE REPORTS

DATE: 3-21-46

VIA
 Mr. Tolson ✓
 Mr. A. Tamm ✓
 Mr. Clegg ✓
 Mr. Coffey ✓
 Mr. Glavin ✓
 Mr. Ladd ✓
 Mr. Nichols ✓
 Mr. Rosen ✓
 Mr. Tracy ✓
 Mr. Carson ✓
 Mr. Egan ✓
 Mr. Gurnea ✓
 Mr. Hendon ✓
 Mr. Pennington ✓
 Mr. Quinn Tamm ✓
 Tele. Room ✓
 Mr. Nease ✓
 Miss Beam ✓
 Miss Gandy ✓

lc
The Executive Conference on March 21, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Ladd and Rosen, considered the following suggestion of Theron L. Caudle, Assistant Attorney General in charge of the Criminal Division.

In a memorandum dated March 11, 1946, Mr. Caudle states that in many prosecutions involving violations of Federal criminal statutes, the initial determination to prosecute or refrain from prosecuting hinges on the questions of whether or not the accused is a juvenile or a person of unsound mind. He, therefore, recommends that the Bureau require that there be included a statement as to whether or not the accused is a juvenile and whether or not the accused is mentally unstable in the Synopsis of reports covering interviews with the accused and in Summary reports.

The Conference unanimously recommended that wherever the information is available, the data concerning the mental condition of the subject, obtained at the time of the interview with him or developed during the course of the investigation, should be included in the report. No statement should be made as to whether the individual is mentally sound or not. The facts should speak for themselves. This information will be included in the report. A Bureau Bulletin in this regard is attached hereto.

With reference to whether the accused is a juvenile, this information is already included and is clearly set out in reports.

Respectfully,
 FOR THE CONFERENCE

*OK.**H.*✓
 Clyde Tolson, Chairman

E. A. Tamm

166-2435-405
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Attachment

cc-Mr. Hendon
 Mr. Clegg52 APR 5 1946
 AR:MP

EX-
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 FBI - WASH. D. C.

66-2435-406

cc: Mr. Hendon
Mr. Clegg
Mr. E. A. Tamm
Mr. Rosen
Mr. McCabe
Mr. O'Grady

March 21, 1946

Assistant Attorney General T. L. Caudle

EX- 30 J. Edgar Hoover, Director, Federal Bureau of Investigation

H_o
REPORT ON INVESTIGATIONS

In response to your recent letter (WFO:JCH:lr, 66-012-3) regarding Bureau investigations dealing with subjects of unsound minds and juveniles, it is a pleasure to advise that in the future investigative reports will carry a statement in the synopsis as well as the details relative to the subject's mental instability whenever such data is available. I thought that you would also like to know that instructions, along the line of your suggestion concerning the synopsis of cases dealing with juveniles, recently were given to all field divisions and are now being followed.

Your thoughtfulness in making these recommendations is indeed appreciated.

JO:G:LG:LS

Mar 25 10:07 AM '46

REVIEWED-DIRECTOR

FEB 25 1946
U. S. DEPT. OF JUSTICE

By Messenger

12947 LM R.L.
FOLSON
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Dean
Mr. Durkee
Mr. Harbo
Mr. Hendon
Mr. Perrington
Mr. Olsen Tamm
cc: by

62
7 APR 17 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Federal Bureau of Investigation
 FROM : Theron L. Caudle, Assistant Attorney General,
 Criminal Division
 SUBJECT: Reports on Investigation

DATE: March 11, 1946

TLC:JRH:Tr
 95-012-8Egs
 Mr. Carson
 Mr. Gurnea
 Mr. Harbo
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Mr. Nease
 Miss Gandy
 While

TLC

In many prosecutions involving violations of Federal criminal statutes the initial determination to prosecute or refrain from prosecuting hinges on the questions of whether or not the accused is a juvenile or a person of unsound mind. The reports of investigation submitted by the Federal Bureau of Investigation usually include the answers to these questions, it is felt that general efficiency would be improved if greater prominence were given to them.

~~DEFERRED RECORDING~~

The determination of the juvenile status of a subject is readily available and needs no comment. The question of mental instability is not always as evident. Some of the signposts which may indicate mental instability are the fact that at some time during his life the accused was treated for a mental disorder in an institution, either public or private, or that a diagnosis of a mental disorder was made on him by a reputable physician; that the accused received a discharge from the armed forces based on his mental condition (not necessarily insanity); that there is a history of numerous cases of insanity in the immediate family of the accused; and finally, irrational acts or courses of conduct at the present time. It is, of course, not intended that the foregoing list be exclusive. Other symptoms will suggest themselves to the Special Agent and will be recognized by him.

Because of the importance of these matters, it is recommended that the Bureau require that there be included a statement as to whether or not the accused is a juvenile and whether or not the accused is mentally unstable, in the Synopsis of reports covering interviews with the accused and in Summary reports. It is suggested that this be a permanent part of the Bureau's investigative procedure.

Asst. A.G. Caudle
 3-21-46
 J.O.Y.

INT'D
APR 15 1946
GPO: 15

166-2435-406
 27 APR 1946

EX-40

DRX W

STANDARD FORM NO. 64
MAY 1942
Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #77-C ✓
- EMPLOYEE: SAC E. SCHREIDT
CHARLOTTE FIELD DIVISION

DATE: MARCH 8, 1946

Mr. Tolson
Mr. A. Tamm
Mr. Cleary
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Keasey
Miss Basha
Miss Candy

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Section 11B (1) (a) of the Manual of Rules and Regulations be changed to permit field offices to submit ~~RUC~~ reports in cases where the office receiving initial information regarding a case completes the investigation in its territory. At present, this manual provision is to the effect that where a field office receives initial information concerning a case which requires no investigation whatever in its own division, such information may be transmitted by letter or report to the appropriate office with a request that it initiate investigation and consider itself the Office of Origin.

ADVANTAGES:

1. Unnecessary correspondence requesting changes in the Office of Origin will be eliminated in the frequent situations where the ~~office receiving the initial complaint completed the investigation in its territory and where another office would logically become the Office of Origin.~~
~~initial complaint completed~~
 2. The field is already following this practice to some extent which would now be legalized.

DISADVANTAGES:

It might be regarded that this would leave too much discrimination in the hands of the individual field office in deciding the Office of Origin which has always been the responsibility of the Bureau.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Ladd, Mumford and Kosen are opposed to the suggestion upon the basis that no difficulty is presently being experienced and in the belief that the rule would permit offices to arbitrarily designate some other field division as the Office of Origin, thus getting rid of unpleasant cases.

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The remainder of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon and Clegg are in favor of the recommendation, pointing out that in effect it merely legalizes the present practice.

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GK.

H.

Respectfully,
For the Conference

Clyde Tolson

EAT

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLESON

FROM : H. H. CLEGG

SUBJECT: UNNECESSARY STATUS REPORTS

DATE: 3/6/46

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beatz	_____
Miss Candy	_____

Pursuant to your instructions in connection with the survey which is presently being conducted in the Records Division, Mr. Carlson checked 318 pending reports received at the Bureau exclusive of Internal Security and Security Matter reports. Of these 318 pending reports received it was concluded that 162 were in the nature of "status" reports and served no useful purpose. This represents substantially 50% of the pending reports exclusive of Internal Security matters. These 162 reports are attached.

JAC: PJO:j

Memo for Director
7-1-46
3/22/46
H. H. Clegg
P. J. O'Farrell

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Bureau Bulletin 18
April 3, 1946

(C) CASES WHEREIN THE SUBJECT IS OF UNSOUND MIND. — In the future whenever data is available concerning the mental condition of a subject in a Bureau case, such information having been obtained at the time of interview or developed during the course of the investigation, it must be included in the synopsis as well as the details of the investigative report and in any summary report. In line with the established Bureau policy, the reporting agent should not express his opinion as to the subject's mental condition and no statement should be made by the Agent as to whether or not the individual is mentally sound. The opinions of persons supplying the information may be set forth in the synopsis. In a properly phrased report the facts speak for themselves.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/15/83 BY SP-8 BY J/MW

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Bulletin # 19
Series 1946
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(D) LISTING COMPLETE TITLE IN INVESTIGATIVE REPORTS — (1) In the future it will not be necessary that the complete title of a case be set forth in closing reports. (2) Hereafter, the complete title will not be required in instances where the title of a report is CHANGED. Care should be exercised to see that actual modifications are explained in the first paragraph of the details of reports. (3) In the future when copies of a report containing undeveloped leads are sent to a field office which has not previously received a report in which the full title is set forth it will not be necessary to set forth the complete title in such report unless the complete title is necessary or useful in the investigation being requested.

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(o) REQUIREMENT FOR CONFERENCE BETWEEN AGENT AND FIELD SUPERVISORY OFFICIAL BEFORE DICTATING REPORT EXCEEDING TEN PAGES -- In the future the requirement in Section 11-P (7) of the Manual of Rules and Regulations which requires a conference between the Special Agent and a field supervisor, Assistant Special Agent in Charge or Special Agent in Charge before dictating a report which will be ten or more pages in length is discontinued. *Directive on Reports*

Bureau Bulletin 18
April 3, 1946

(D) DIVISION OF ORIGIN CHANGES UNNECESSARY CORRESPONDENCE, — Effective immediately the Division relieved of the responsibility of being the Division of Origin need no longer submit an RUC report, or a letter, advising that its files have been reviewed and copies of all pertinent serials have been furnished to the new Division of Origin.

These instructions, of course, do not relieve that Division of the responsibility for conducting such a file review or submitting pertinent serials, which action should be taken immediately upon the receipt of the Bureau's letter authorizing the change.

Very truly yours,

John Edgar Hoover

Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/15/83 BY J.P.-S.B./JW

NOT RECORDED

Office Memorandum

• UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #77-D
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

DATE: MARCH 11, 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

1. That Section 11G (1) of the Manual of Rules and Regulations be changed so that the complete title will not be required in closing reports.
2. That this Section be changed so that the ~~complete title~~ will not be required in "Changed" title reports.
3. That this Section which now requires that the complete title be set forth in a report sent to an office which has not received a previous report setting forth a complete title be changed to provide that the complete title shall be required in a report sent to an office which has not received a previous report setting forth the complete title where this information is necessary or useful to the investigation.

ADVANTAGES:

1. A great deal of clerical and stenographic time will be saved in connection with the preparation of reports, particularly those where the title is extremely lengthy.
 2. No particular necessity exists for showing the complete title in the situations listed above inasmuch as a previous report showing the complete title has already been submitted, and since any changes made in the title are clearly explained in the first paragraph of the details of the report it is obvious what the correct title of the case is.
 3. It will not affect complete indexing at the Seat of Government.
 4. A great deal of time will be saved in unnecessary indexing in auxiliary offices which do not have and will never have any interest in the names of the subjects.
 5. The dictating agent and the reporting office are qualified to judge when it is necessary to furnish the complete title to an auxiliary office in an initial report and if the full title is found to be necessary, the auxiliary office can easily obtain it through request of the reporting office.

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Investigative Copy of
Investigative Reports

for Bulletin
U. S. C.
3-29-46.

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MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. It would create a lack of uniformity in the manner of setting forth titles.
- 2.. Possibility that error will creep in in connection with titles that are not brought up-to-date currently when there is a change.
3. Too much discretion is placed in the reporting office in deciding what subjects shall or shall not be indexed in the auxiliary offices.
4. It might require considerable research and review of files to determine the correct name and serials of all subjects, particularly in voluminous cases.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - *Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.*

Respectfully,
For the Conference

✓

Glyde Tolson

EAT

E. A. Tamm

CC - Mr. Clegg

RCH:DW

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J

Office Memorandum

• UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #77-A ✓
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

DATE: MARCH 8, 1946

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: Section 11A (1) Paragraphs c and d of the Manual of Rules and Regulations makes provision that in certain classifications of cases no investigative report should be submitted, but instead a brief memorandum for the appropriate file should be prepared when all of the following circumstances exist:

1. When the investigation would have been included in an initial opening and closing investigative report.
2. Where no process was issued.
3. Where the inquiry did not originate on the basis of a request from the Bureau or from another governmental agency in the field direct to the field office.
4. Where the information developed was negative and no special reason exists for advising the Bureau. It is suggested that this rule be extended to ~~all~~ classifications of cases.

ADVANTAGES:

1. Uniformity will be achieved and confusion avoided as between cases which can and cannot be closed by memorandum.
 2. Where information is negative and no special reason exists for advising the Bureau, there appears to be no particular necessity for submitting an investigative report regardless of the classification of the case.
 3. Economy will be achieved inasmuch as useless investigative reports will be eliminated.
 4. The exceptions are so general that they will fully protect the Bureau in providing that reports of interest will be submitted.

DISADVANTAGES:

EX-38 RECORDED
INDEXED

1. Discretion is placed on field supervisory personnel to decide in what instances material will not be brought to the Bureau's attention; with the slight chance that an error in judgment may lead to information of value not being incorporated in a report.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - The Conference consisting
of Messrs. Tolson, Tracy, Harbo, Hendon,
Clegg, Mumford, Rosen, Nichols and Ladd unanimously approved the

1946 9-29-46 N.W.C

suggestion with the provision that cases could be closed administratively except that the rule does not authorize closing administratively any case which has background information of possible intelligence value.

Respectfully,
For the Conference

✓

Clyde Tolson

EAT

E. A. Tamm

CC - Mr. Hendon

RCH:DW

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-24 April, 1964

MEMORANDUM FOR MEMBERS: E. A. TANCI
D. M. LADD
A. KOSTKI

Instructions are being issued to the field to discontinue the submission of status reports and other interim reports which contribute nothing of substance to the ultimate outcome of the case. In order to make those instructions effective and, further, for the purpose of instructing the field as to types of reports which should not be submitted, the following instructions are issued:

Beginning with the week of May 13, 1946, and continuing for a total of two months two supervisors to be designated by Mr. Tamm shall make a weekly check of a total of 500 investigative reports received at the Bureau in order to select reports which should not have been transmitted in keeping with the above-mentioned instructions issued to the field.

In those instances where it is agreed that the report should not have been transmitted a form letter should be used to advise the field office submitting the unnecessary report that its preparation and submission is in violation of these instructions, and that such reports of that type should not be submitted in the future.

It is hoped that by use of this form letter the field will be instructed within the period of these test checks so as to effect uniformity in compliance with the Bureau's desires to eliminate the preparation and submission of status reports and unnecessary interim reports. The reports examined should, of course, include samples of reports received, including both those marked "file" and those that do not bear such notation.

Very truly yours,

**John Edgar Hoover
Director**

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pfeffinger
Mr. Quinn Team
Mr. Nease
Miss Candy

~~59 MAY 8 1946~~
HHC:ER

Office Memorandum

UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #123
 EMPLOYEES: JAMES A. CARLSON AND JOINT COMMITTEE

DATE: March 22, 1946,

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J. A. Carlson
 Mr. Bacon
Mr. Bell
Mr. Glavin
Mr. Ladd
Mr. Nichols
Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
 R. C. Hendon E. Scheidt

EMPLOYEES SUGGEST: *The reduction to a minimum of unnecessary reports received at the Bureau.*

FINDINGS OF FACT TO DATE: In one test check made of reports received in the Records Section, 318 pending reports, exclusive of Internal Security Matters, were examined. Of these the conclusion was reached by those conducting the survey that 162 or 50.9% were unnecessary reports in that they reflected namely the continuing status of a case or for other reasons were unnecessary. An examination of a number of these reports by the Committee developed that there was some room for arguing the question as to whether the report was or was not necessary in about 25% of these cases and eliminating them from the survey there would remain approximately 38% of the reports from the sample check made which could be eliminated. It was reasoned that perhaps some of these reports were being made in order to prevent the case from becoming delinquent under the presently existing standards for measuring delinquencies in field offices. In other instances it probably was found more convenient in the field office for the Agent to dictate a report of his inquiries up to that date due to the fact that he was about to be transferred or to attend training school or to be changed in assignment. Nevertheless, these reports were being received at the Bureau and each of them had to be processed through the various procedures in the file room before they were placed in the file.

Mr. Cartwright advised that there were regularly received in the file room, according to fairly recent checks made, 1,123 investigative reports daily. 451 or 40% of these reports were stamped "file" meaning that the supervisor was not first examining this report before it was filed.

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Memo to: E.A. Gamma, b
 Mr. E.A. Ladd
 Rosen
 11-1946
 11-1946
 N.J.C.

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From the study of the reports of the analysis of the situation the following propositions were discussed:

I. A. That the present requirement that the ~~monthly administrative report~~ show as delinquent those cases in which an investigative report has not been submitted during the past 45 days be eliminated and that hereafter such a delinquency be obtained but once per year for appropriation purposes or at such special times as the Bureau might request to meet particular problems.

B. Further, that instructions be issued that the reports presently described as "status" reports and interim reports which contribute nothing of substance to the ultimate outcome of the case no longer be prepared.

C. Further, that two supervisors be designated one day each week for the next two months to examine 500 reports received that day at the Bureau and to prepare a form letter to the field office pointing out violations of this rule so that there could soon be established a guide to the field offices as to what is undesirable and also this would provide some enforcement of the rule which is being proposed.

D. Further, that field offices be encouraged to send out undeveloped leads to other offices by letter when the leads are simple and the so called "single-shot" leads and the background information in the more voluminous reports are not necessary for handling such leads.

ADVANTAGES.

1. It would materially reduce the number of reports which are of no value to the Seat of Government or to the field.

2. It would remove the automatic pressure which now exists in submitting delinquency statistics which causes the submission of reports by Agents in order that their cases might not be put in a delinquent status.

3. It would place emphasis upon substantive supervision in the field and substantive investigative activity to bring cases to their logical conclusion rather than hit and miss efforts in stressing the phase of a large number of cases to keep the delinquency figure down.

4. It would encourage investigation instead of report writing.

5. United States Attorneys would be very favorable since it would eliminate unnecessary filing and clerical work in their offices and better attention would be given by them to such reports as they would receive.

6. It would save a great deal of time in the field as well as at the Seat of Government by eliminating unnecessary reports.

7. It would mean a saving as to preparation of abstract slips, filing, typing, routing and dication.

8. To record inquiries which develop the fact that a case is continuing in the same status, appropriate notations or if necessary a memorandum may be placed in the file by the field office thus reducing to a minimum the amount of dictation and typing and saving the submission of reports in such instances.

9. At the present reports are being submitted in these instances solely to prevent delinquency.

10. It would reduce the number of routing slips which today are being sent to Agents by SACs for the purpose of having them submit reports solely to remove delinquencies thus permitting the SAC to concentrate on supervising investigations instead of urging the preparation of reports.

11. Leads in a great number of cases would be furnished Auxiliary Offices more expeditiously and at a lesser cost in typing and handling.

12. The present delinquency figure actually means but little since a case which from the substantive standpoint may be many months delinquent is not considered a delinquent case merely because some kind of a report has been submitted. It does not show a true picture of the amount of work existing in a field office which requires attention at the present or in the future. This figure is of little value in the assignment of personnel or for other purposes.

DISADVANTAGES:

1. The appropriations committee has become interested in the over-all case delinquency of the Bureau and in the event inquiries are made as to this delinquency at a time other than during the regular hearings it would be necessary to wire the field offices to include this figure in the next monthly report in order that it might be current.

2. The establishment of ~~a delinquency system~~ provides an automatic pressure of a type and pressure of the right type is usually desirable. It is pointed out, however, that it is the opinion of the committee that this pressure is not being productive of proper results at this time.

3. It delays the receipt of information at the Seat of Government which might conceivably be of value during the interim when it is merely included in a memorandum in a field office file waiting incorporation in a report.

4. For what value it may be the delinquency figure would be unavailable from month to month in determining the assignment of Agent personnel.

5. It lessens the opportunity for complete Bureau supervision over the progress of investigative activity.

6. Opinions sometimes differ as to whether a report is merely a status report and the adoption of the suggestion might possibly result in a field office failing to report information of value which should have been reported to the Bureau at the time.

RECOMMENDATION: Unanimously favorable.

I. EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those present were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

A. Messrs. Tolson, Glavin, Tracy, Ladd and Rosen favored continuing the monthly delinquency report as at present.
Mr. Harbo wanted the delinquencies reported quarterly.
Mr. Nichols wanted the delinquencies reported once each 4 months.
Messrs. Hendon, Mumford and Clegg favored the suggestion that delinquencies be reported annually and on special occasions as required.

B. Unanimously favorable that ~~status reports and interim reports~~ which contribute nothing of substance to the ultimate outcome of the case no longer be prepared and instructions to the field issued accordingly.

Unanimously favorable that one month after the above instructions to discontinue status reports and unnecessary interim reports are issued two supervisors make a weekly check of 500 investigative reports in order to establish a guide to field offices and to enforce the instructions issued.

Unanimously favorable that field offices be encouraged to send out simple leads, not requiring background information to support them, in letter form. All agreed that the instructions issued should stress that this should apply to the simple leads and in no instance to situations wherein a fugitive is to be located who may be dangerous and background data of course in such instances should be furnished to the field office covering the lead.

II. That all reports presently sent to the Bureau which have been stamped "File" by the field not be submitted to the Bureau at any time; and further that the same instructions to the field as above not to prepare unnecessary status reports and other unnecessary reports be issued.

ADVANTAGES:

1. ~~A saving of approximately 40% of the time now spent in processing investigative reports in the Records Section.~~

2. The elimination of the typing of unnecessary copies of reports for transmittal to the Bureau by field offices.

3. The same results as above stated which would reduce the unnecessary preparation of reports would also apply in this instance.

4. Since these reports are not routed to supervisors now and are but infrequently needed by them to review cases it would transfer to a substantial degree the supervision of routine investigations from the Seat of Government to the field offices.

DISADVANTAGES:

1. It would make impossible the supervision of a case file in its entirety at the Seat of Government at any time that special interest in the case might justify a review of the file by any Seat of Government employee.

2. In no instance could the Bureau be assured that a case file was complete for the purpose of supervision or furnishing information to the Department or outside agencies.

3. It would, in fact, mean that the Bureau no longer was a central repository of information elicited in field investigations, and information of possible future value such as unnamed facts or information on reference investigations would not be available.

4. Present authority from the National Archives permits the destruction of reports in the field, the originals of which are on file at the Seat of Government. Based upon this recent ruling, the field is to be authorized to destroy old files after they have reached a certain age. If originals of certain reports in these files have not been submitted to the Bureau a segregation of the material to be destroyed would have to be made in the future.

5. Reports, copies of which have been sent to United States Attorneys, can under the present rule be marked "File." In such instances, however, the Bureau is required to furnish copies to the Department. If the instant suggestion were adopted exceptions would have to be made because of the lack of uniformity in this category of reports.

6. Information contained in a report which today may be marked "File" may as a result of subsequent developments in the case become extremely pertinent and important, but it would not be available to the Seat of Government.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - All members of the Conference unanimously opposed the suggestion as made for the reasons shown under disadvantages.

III. That the original copy of a report in each case be forwarded to the Bureau for indexing and that subsequent thereto the only reports in criminal cases to be forwarded to the Bureau as prepared would be those containing statistical data, summary reports and closing reports and that with the submission of the closing report by the Office of Origin there be simultaneously submitted stapled together in chronological sequence all intervening reports by the Office of Origin and all other offices which have not been previously submitted to the Bureau.

ADVANTAGES:

1. This would reduce the constant flow of reports to the Bureau but would permit in one operation the filing of the closing reports and the interim reports not previously furnished with a corresponding saving in time for processing, indexing, searching, supervising and filing. This saving, Mr. Cartwright advises, would be substantial although he is unable to furnish any accurate estimate as to the actual amount of saving.

2. It would place further responsibility for the supervision of a case on field offices with a corresponding reduction of supervision of the case as far as interim reports are concerned at the Seat of Government.

3. It would reduce the receipt of unnecessary reports for filing at the Seat of Government.

DISADVANTAGES:

1. It would not permit the indexing of additional names included in the case at approximately the time the names were added to the case file in the field thus prohibiting the Bureau from occasionally aiding in the identification of subjects by cross references.

2. It would preclude the supervision of development of cases by the supervisory staff in Washington.

3. It would add to the burdens of the Office of Origin in receiving and maintaining reports which would subsequently have to be withdrawn from the file and forwarded to the Bureau after they are arranged in chronological sequence.

4. The Bureau would not have knowledge of subjects involved subsequent to the transmission of the initial report which might prove embarrassing and inefficient.

5. Since a review of the file would be necessary at the Office of Origin at the time the closing of the report was submitted in order to determine which reports had not previously been furnished to the Bureau it would be a source of possible errors in the field in failing to furnish through oversight to the Bureau reports which the Bureau should have received at the time.

6. It would prevent the Bureau keeping the Department advised in developments of interest in which perhaps broad policy matters were involved.

7. It would cause a lack of uniformity in the number of copies of reports furnished to the Bureau in a given case. Thus, the Bureau would presumably receive 3 copies of the opening report as well as 3 copies of the closing report but only one copy each of interim reports.

8. It would in many instances make it necessary for the Bureau to request an additional copy of the report from the field for transmittal to the Department.

9. It would prevent the consolidation of related cases by the Seat of Government which is being handled in different field divisions.

10. For longer periods of time information of current interest and value would not be available to the Bureau.

11. A great many exceptions to the rule would have to be made in order that the Bureau could meet its responsibilities in its contacts with other governmental agencies and officials.

12. It would increase communications expenses as a result of the numerous phone calls which would have to be made to the field to obtain a status and developments in the cases about which inquiries have been made of the Bureau by outside individuals.

13. The suggestion provides that the initial report shall be furnished to the Bureau. However, the interim reports not being furnished to the Bureau until the end of the case may contain information which is much more important or valuable to the Bureau. This would particularly be true in unknown subject cases where the subject is identified in the interim report.

McHugh
OK ✓ RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - All members of the Conference unanimously were opposed
to the suggestion.

IV. That where an investigation, except a few incidental leads, is being handled in one field division such incidental leads be developed by letters sent to auxiliary offices and wherever possible the only report to be submitted by the field division prior to prosecutive action would be the summary or prosecutive report in which all substantive information and evidence developed would appear.

ADVANTAGES:

1. A saving in filing processes in the field and at the Seat of Government occasioned by the elimination of interim reports.
2. Focusing attention upon the real objective of the investigation will thereby encourage the investigation of a case to a conclusion with the least possible interruption.
3. It would make the U. S. Attorneys very happy.

DISADVANTAGES:

1. Agents would be retaining their notes for such an extended period in many instances that they would grow stale and the dictation would not be as accurate and real as at present. (This could be remedied to some extent by the preparation of inserts or memorandum)
2. The inability of the Special Agent in Charge and the Seat of Government to supervise the development of the investigation of a case.
3. The elimination of status reports and other unnecessary reports as recommended elsewhere does away with the need of this suggestion.

RECOMMENDATION: Messrs. Clegg and ^{Conroy} Scheidt - Opposed
Mr. Hendon - In favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Mr. Hendon is in favor of the suggestion for the reasons listed under advantages.

All other members of the conference were opposed for the reasons listed under disadvantages.

V. That in all cases except major investigations where the substantive investigation has been completed and the subject has been reported a fugitive that no further reports covering the investigative activity looking toward the location of the fugitive be submitted to the Bureau or to the United States Attorney until the fugitive is apprehended, this to include Deserter and Selective Service fugitives.

ADVANTAGES:

1. Until the fugitive is located there is really nothing of value to report except investigative steps which would be subject to review by Seat of Government supervisors.

2. There would be a great savings in filing at the Seat of Government of numerous reports which have the effect of stating "We haven't found the fugitive yet." It should be pointed out that in major cases the exception has been made to this suggestion.

DISADVANTAGES:

1. It would not permit the Bureau to give supervision to the steps being taken in the field to locate a fugitive with an attendant relaxation in the pressure put on such cases.

2. It would not permit the Bureau on its own initiative taking necessary steps for the issuance of an identification order but dependence would have to be placed on the field to suggest such an order if and when it saw fit.

RECOMMENDATION: Messrs. Hendon and Scheidt - Opposed
Messrs. Clegg and Conroy - In favor of.

T
No Action
EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - (the attitude of the Conference toward such reports in deserter cases is being reported under the next suggestion marked VI.)

OK.
Messrs. Tolson, Hendon, Ladd, Mumford and Rosen were opposed to the suggestion.

Messrs. Tracy, Glavin, Nichols, Harbo and Clegg were in favor of the suggestion.

Those opposing the suggestion pointed out that it would be extremely difficult unless these interim reports were received in fugitive cases to determine in what instances identification orders should be issued; that it would be impossible at the Seat of Government to make a determination as to when what otherwise might be a routine case might reach a status of major importance; and in the preparation of identification orders there would not be complete information in the Bureau's files as to various investigating steps which had been taken to locate the fugitive thus in addition prevent proper supervision at the Seat of Government of fugitive cases.

EXECUTIVES' CONFERENCE CONSIDERATION (Con't.).

Those favoring the suggestion point out that "major investigations" were excepted and that whenever in the opinion of the field offices a case reached a status of such importance automatically the reports would be sent to the Bureau in such cases which would be in the vast minority of instances. It is necessary to make a drastic reduction in the amount of work in the Records Section and this would result in a substantial saving in filing and processing reports containing negative information. It is also pointed out that the suggestion does not in any way apply to any report which contains any evidence, but merely the ~~first~~ reports showing entire negative information in the efforts to locate fugitives.

VI. That no investigative reports be submitted to the Bureau in Deserter Cases.

ADVANTAGES:

1. The information showing the Deserter status and upon which the investigation is initiated is received direct from the Armed Services and properly indexed prior to referral to the field. This includes the placing by the Bureau of appropriate wanted notices in the Identification Division.
2. The sole object of these investigations is to locate the deserter. Steps taken to do so are of no permanent value and of little current interest.
3. At the present all such reports are marked "File" and do not receive substantive supervision at the Seat of Government.
4. Statistical information covering the apprehension of the deserter is recorded from the teletype reporting same and not from the investigative report so that even a closing report serves no purpose.

DISADVANTAGES:

1. There would be original reports in the field office files which could not be destroyed at a subsequent date since the originals would not be on file at the Seat of Government.
2. Information of some possible use contained in these reports would not be available at the Seat of Government which should be the central repository for all information reported in investigations.
3. A deserter from Military Service in time of war is an individual whose lack of loyalty would stamp him as a person whose record should be available to all official parties of interest at any subsequent date.
4. It is very probable that a number of these individuals would subsequently be involved in criminal activities in field divisions other than those who have been interested in him as a deserter.

RECOMMENDATION: Unanimously in favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those favoring the suggestion were Messrs. Glavin, Tracy, Harbo, Nichols, Hendon and Clegg.

Those opposed Messrs. Tolson, Ladd, Mumford and Rosen.

Respectfully,
For the Conference

cc - Mr. Hendon
Mr. Clegg

095
4

Clyde Tolson

E. A. Tamm

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #19-F
 EMPLOYEE: SAC H. B. FLETCHER
 PHILADELPHIA FIELD DIVISION

DATE: MARCH 27, 1946

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Harbo
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Tele. Room
 Mr. Reese
 Miss Brana
 Miss Candy
 Mr. Carlson

MEMBERS PRESENT: Mr. H. H. Clegg Mr. E. E. Conroy
 Mr. R. C. Hendon Mr. E. Scheidt

EMPLOYEE SUGGESTS: That field offices be authorized to stamp all reports "file" when three copies of such reports are furnished to the Bureau except in instances where such reports contain statistical information or when the field supervisor believes that the matter should come to the attention of the supervisory staff at the Seat of Government. Apparently there is an intention here to indicate that where three copies of a report are furnished to the Bureau the cases do not include intelligence or security matters and relate for the most part to routine criminal matters.

ADVANTAGES:

1. Uniformity in Bureau's rule with correspondingly less difficulty in administering the rule in the field.
2. Reduction in the number of reports necessary for supervisors to examine at the Seat of Government.

DISADVANTAGES:

1. It would be delegating to the field supervisors a decision as to what the Bureau might be interested in on each and every occasion.
2. The present rule prohibits the stamping of reports "file" in certain classifications for the reason that the Bureau has a definite interest in all reports submitted in these classifications. If reports in all classifications could be stamped "file" it would be entirely up to the discretion of the field as to what the Seat of Government would see. This would include a modification of existing rules relative to stamping the reports "file" so as to include the following types of cases: Deserter - Harboring; Extortion; Illegal Wearing of Uniform; Impersonation; Kidnaping; National and Federal Firearms Act; Bribery of Selective Service Officials; Counselling, Aiding and Abetting Evasion of Selective Service; Conscientious Objectors, Selective Service; Conspiracy to Evade Selective Service Act; Recalcitrant Industry, Selective Service Act. It would also permit the stamping of a report "file" when the title of a fugitive subject is changed, fugitive reports, Accounting reports, a report containing value to the Department and other agencies, a report made as a result of a request from

cc: Mr. Clegg
 Mr. Hendon

INDEXED

EX-18

11 166-2435 415
30 APR 28 1946

HHC:ER

57 MAY 3 - 1946

the Bureau; a report involving "rings" of violators, a report involving matters of national importance and wide public interest and summary reports, unless at the discretion of a field supervisor this was believed undesirable.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion and were unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK-
H
HHC/wl

SAC, SAN DIEGO

May 7, 1946

DIRECTOR, FBI

LISTING COMPLETE TITLE IN
INVESTIGATIVE REPORTS

Your letter of April 22, 1946, referred to Bureau Bulletin No. 19 (D), April 4, 1946, relative to change of title in investigative reports.

In the future it is not necessary to set forth the complete title when the title of the report is marked "Changed." As you indicated in your letter, it will only be necessary to show the name of the first subject or principal subject as shown on the last report submitted together with "et al." The complete information concerning the change in title should be set forth in the first paragraph. It is appreciated that no single report will necessarily set forth the complete title. It is not believed necessary in the average case. It is appreciated instances will occur in which it will be necessary to review the whole file for the purpose of securing a complete title. It is believed, however, the time that will be saved by the new rule will represent an over-all saving even though it may be necessary in isolated instances to conduct file reviews.

JACira
66-00 RECOMM

EX-10

MAILED 15

APR 13 1946 R.D.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Curran
Mr. Parbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMM-FBI
APR 13 1946

DEPARTMENT OF JUSTICE
MAILING DIVISION
APR 7 1946
FBI - SAN DIEGO
RECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 22, 1946

WAM
FROM : SAC, San DiegoSUBJECT: LISTING COMPLETE TITLE IN
INVESTIGATIVE REPORTS

Reference is made to Bureau Bulletin No. 19, April 4, 1946, Paragraph (D).

Where a title is marked "CHANGED", the Bureau is requested to advise specifically what should be set forth in the title. The question has arisen whether or not it is necessary to set forth in the title the names of the new aliases, or the new subjects, which are being added to the title, or should merely the name of the first subject carried on the last report submitted be shown, together with "ETAL" and the modification data set forth in the first paragraph of the details. In the event this latter practice is the desired procedure, the Bureau can well imagine the general confusion which will be caused in a major case in which fifteen or twenty subjects are involved, wherein the full title will not appear actually in any investigative report submitted. In the event the full title is desired at any one particular time, it will necessitate a complete file review. It may well be that the full title may not be significant, but it is the writer's general reaction at the present time that it is important that the titles of the cases be carried specifically.

This particular streamlining procedure may lead to the carelessness on the part of Agent personnel that will result in indexing matters in the Chief Clerk's Office being less efficient.

WAM:jec
66-00

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&
INDEXED

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EX-38
9 APR 26 1946

ack
JAC
(5/7/46)

OFFICE OF THE LEGAL ATTACHE
Rio de Janeiro, Brazil

March 22, 1946

~~SECRET AIR COURIER~~

Director, F B I

Re: Report Writing,
Administrative.

Dear Sir:

During the Quarterly Clerical Conference held March 18, 1946 at Rio de Janeiro, the suggestion was made by Joseph E. Gauzens, Jr., Stenographer, with respect to report writing that where space permits in the preparation of reports, the "Undeveloped Leads" page and the "Identification of Sources" page be consolidated; similarly, that the "Administrative Details", where brevity allows, be placed on the cover sheet of the report. It was pointed out that these devices would save an appreciable amount of clerical time as well as material.

Inasmuch as this suggestion was discussed at the Conference and found to contain merit, it is being forwarded to the Bureau for its consideration.

Very truly yours,

Heber M. Clegg
HEBER M. CLEGG
L. A.

HMC:jg
cc: Gauzen's Personnel

REC'D
4/24/46
R 68-2435-417
MAY 1 1946

Set To Rio de Janeiro
4/24/46 DVH

SJS-CB

56 MAY 7 - 1946

Office Memorandum

UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Kansas City
 SUBJECT: ADMINISTRATIVE PROCEDURES

DATE: March 14, 1946

*Suggestion - #15, 139, 111, 112,
 113 + 114*

Attention is invited to SAC Letter No. 16, Series 1946, under date of February 7, 1946, with respect to administrative procedures.

I beg to advise you that I am transmitting herewith suggested changes made by ASAC R. L. MURPHY, SA CHARLES J. MAULE, Stenographer LONNIE WEGE and Chief Clerk JOHN H. HINDS.

DB:mjd
Enc.

*RECD
1/15/46*

*act
3/21/46
MHC*

5 MAY 16 1946

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& INDEXED
INDEXED

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15 13 MAY 2 1946

EX-23

TWO

1

JW

Kansas City, Missouri
March 14, 1946

Suggestion #108

*Premises
Handled*

MEMORANDUM:

RE: ADMINISTRATIVE PROCEDURES

With reference to the elimination and streamlining of Bureau administrative procedures, it is noted that in many instances field offices submit copies of reports in major cases to each office in the Continental United States and many times these reports are quite voluminous and in many instances two or three copies of each report are submitted to each field office, and in these instances the leads set out for respective field offices require but one interview.

I realize the necessity of submitting investigative reports. However, I feel that at such time as the case in question is referred upon completion by an auxiliary office that the SAC should be permitted to authorize the destruction of all but one copy of these voluminous reports. This authorization could be made by a form memorandum submitted by the Chief Clerk for the approval of the SAC.

I believe that it would save a great deal of file space if permission were granted to dispose of ~~surplus copies~~ of voluminous investigative reports which are unnecessary to the needs of auxiliary field offices.

JOHN H. HINDS
Chief Clerk

JHH:JF

*Submitted by Sac Brantley
& recd. to Rm. 3/21/46
YHHE*

66-2435-418
ENCLOSURE



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.



STRICTLY CONFIDENTIAL

IN REPLY, PLEASE REFER TO
FILE NO. _____

April 17, 1946

BUREAU BULLETIN NO. 22
Series 1946

(A) UNNECESSARY INTERIM REPORTS -- An examination of a considerable number of pending investigative reports received at the Bureau recently, some of which were marked "file" and some of which were not so marked, disclosed that 50.9% of the reports examined were considered by a special group making the survey as unnecessary reports in that they reflected no information which contributed anything of substance to the ultimate outcome of the case. Some of these reports were, in fact, subject to some discussion but it was generally concluded that approximately 38% of the reports could be classified as "status reports" which should not have been prepared and which, in the future, should not be prepared as investigative reports. There was some indication to the effect that some of the reports were probably made in order to prevent a case from becoming delinquent. In other instances the report could serve no purpose other than to restate some undeveloped lead which had already been forwarded by teletype to another office. There were other instances where a check was made of court records, and it was found that the case was continuing in the same status as previously reported.

To record inquiries which develop the fact that a case is continuing in the same status, an appropriate notation may be endorsed on the top serial of the file or a brief memorandum for the field office file might be prepared, when necessary. The Bureau desires to eliminate completely so called "status reports" and other interim reports which contribute nothing of substance to the ultimate outcome of the case, and such reports should no longer be prepared by field offices. It should be clearly apparent that preparation of investigative reports of this type with abstract slips attached involves considerable unnecessary work at the reporting office, at the Seat of Government, and at all other offices which receive copies of such reports. In the first place, Agents should avoid dictating such reports, and it is incumbent upon the field supervisors, the Assistant SACs, and the Special Agent in Charge to give adequate supervision to the preparation and submission of reports in order to avoid the subsequent preparation and transmission of such reports. The Bureau intends to make examinations of reports received at the Bureau on frequent occasions in order to determine whether there is compliance with these instructions.

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FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
St. Louis (1), Missouri
February 18, 1946

Director, FBI

Re: ADMINISTRATIVE PROCEDURES

Dear Sir:

Reference is made to Bureau letter dated February 7, 1946, requesting advice by February 18, 1946, regarding recommendations for changes, modifications, additions or eliminations in present requirements, policies and procedures in the Bureau.

If it is not contrary to existing Federal legislation or Departmental regulations, it is respectfully suggested that the working hours in the field be readjusted to include the assignment of the full personnel of the Field Offices for at least a part of the day on Saturday. This recommendation is made by me in view of the activity of law enforcement agencies on the week-end when many arrests are made and there are usually a number of jail cases referred to the Field Office for appropriate attention. Under the present system the cases are being handled; however, it is believed that this could be done more efficiently and promptly if the entire personnel of the office was available for at least a part of the day on each Saturday.

Assistant SAC H. K. MOSS of this office has made the following suggestion:

"It is suggested that Section 51, part 1, of the FBI Handbook be amended to provide that whenever an office preparing an investigative report has readily available the file number of the office to whom copies are to be sent, then this file number should be set forth in parenthesis when listing 'copies of this report' on Page 1 of a report. A similar method should be followed in letters also. No apparent disadvantage exists except that a very limited amount of time will be required by the Agent when preparing for dictation. The advantages are obvious as the number of indices searches will be materially reduced and clerical personnel time conserved. The above method is a typical business practice. It is my understanding that several years ago the Bureau issued a regulation making the above permissive; however, the practice is not followed now."

Very truly yours,

G. B. NORRIS
Special Agent in Charge

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55 MAY 6 1946

INITIALS OF CERTIFICATE

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Investigative Reports

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&
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57 JUN 25 1946

Federal Bureau of Investigation
United States Department of Justice

San Francisco 4, California
February 19, 1946

AIR MAIL
SPECIAL DELIVERY

Director, FBI

Re: ADMINISTRATIVE PROCEDURES

Dear Sir:

Suggestion Letter #56

Refer to SAC Letter No. 16, February 7, 1946.

Clerk ELLIOTT N. PAULSEN submitted the following suggestion based upon experience he is having in connection with the project of consolidation of indices:

a
When a case is first opened, it is seldom that there is sufficient identifying information to complete properly the index card. For example, a complaint may be received about a JOHN JONES, with no particular identifying personal data. The case may involve theft of Government property. The agent goes out and conducts the necessary investigation, which, in all likelihood, results in an interview with JONES. At that time he obtains a complete description, such as birth date, etc.

X
It is PAULSEN's suggestion that at the time the agent dictates the report containing this desired information, he dictate it to the stenographer, so that she may place it on an index card. The original index card would then be destroyed and would be replaced by the latter one, which would contain complete identifying data which necessarily distinguish the subject from any other JOHN JONES.

B
It is also PAULSEN's suggestion that it might be a good idea to have the following information stenciled on a 3" x 5" card, which the agent could take with him on each case and add the data to it as he accumulates them. Of course, in every instance he would not be able to supply all of the desired information, such as the subject's FBI number or Selective Service board number:

Birth Date
Height
Weight
Hair
Eyes
Occupation
Address

This suggestion was discussed at our Supervisors' Conference; everyone believes it to be practical.

Act
3/4/46
HKE

Janet Gamm 5/1/46

Handed
Selective Service Supervisor A. P. CLARK suggests that cases not be considered delinquent until sixty days have elapsed after their receipt, rather than the present forty-five days.

Handed
CLARK also suggests that consideration be given to the elimination of the sixty-day efficiency report which must be submitted on an agent sixty days after he arrives in an office under transfer, unless the Bureau specifically requests one.

Handed
He also suggests that in the event the Bureau does not agree with this suggestion, it consider the desirability of eliminating sixty-day efficiency reports under similar circumstances when the agent has been in the Bureau for two years or more.

Handed
He also suggests that in the event the above suggestions are not agreeable to the Bureau, sixty-day efficiency reports which fall due within two months prior to the submission of the annual efficiency report be eliminated, because of duplication.

Handed
Selective Service Assistant Supervisor D. C. LIMPRECHT suggests that the Bureau authorize field offices to discontinue the sending of teletypes to the Bureau when agents proceed from a field division to Washington, D. C. for in-service training. He believes ample notice is presently available to the Bureau in the movement section by the act of constructing lists of designated agents to report for in-service on specified dates.

Handed
He also suggests that personal status reports, which are now submitted yearly, be submitted yearly only by employees who have suffered some change in status. cc-4770

Handed
Assistant Supervisor THOMAS P. DOWD, JR. of the Accounting Squad suggests that the Bureau abolish the present rule of requiring agents in headquarters cities to re-charge serials every fifteen days, and to lengthen the period to forty-five days, like the resident agents. His reason for this change is that the change will save much time and effort on the part of the clerks and the agents to whom the serials are charged.

Handed
He also suggests that consideration be given to the possibility of lengthening the frequency of submission of reports on Communist matters. His contention is that if reports in the usual types of Communist cases are submitted semi-annually, the report would make better reading and would save a good deal of time and effort on the part of the agents writing such reports, especially when many of the reported data are based upon information obtained through various types of surveillances.

General Supervisor HARRY F. CLIFFORD suggests that sometimes

Bureau instructions regarding the handling of certain types of cases are sent out in the form of an SAC Letter, a copy of which is then filed in the OO file on that particular violation. He suggests that hereafter such matters be set forth in Bureau Bulletins or preferably in manual revisions.

Accounting Supervisor A. V. TRICHAK (A) submits the following suggestions:

"IDENTIFICATION AND APPREHENSION ORDERS

"Quite frequently the Bureau issues an identification order and a wanted flier on the same individual, particularly escaped war prisoners. This seems to be a duplication, and it is believed that either the I.O. or the wanted flier could be dispensed with. Also, when the Bureau first started the issuance of wanted fliers, it was my understanding that they were being issued only on dangerous and badly wanted fugitives. Inasmuch as war prisoners do not seem to be in this category, it is suggested that the Bureau be requested to discontinue issuing wanted fliers on this type of fugitive. The promiscuous issuance of wanted fliers minimizes their value, and it is believed that police departments and other law enforcement officials will treat them lightly if too many of them are issued.

"It is suggested that the Bureau be requested to issue an up-to-date list of outstanding identification orders and wanted fliers. None has been issued for over a year and the last one issued is very much out of date.

"SUMMARY REPORTS

"At the present time the manual requires that a summary report be prepared in every case involving probable prosecution. There are a great many cases which could be prosecuted; that is, cases in which a violation exists, but the facts are such that the United States Attorney does not always authorize prosecution. Summary reports in such cases appear to be unnecessary. It is suggested, therefore, that the rule be changed to require preparation of summary reports only after an indictment has been returned or an information filed and the subject enters a plea of not guilty. Should he plead guilty upon arraignment, a summary report would be of no value to the United States Attorney. However, if the subject pleads not guilty, a summary report will be helpful to the United States Attorney in the trial of the case. There is usually sufficient time between the date of the not guilty plea and the trial date to prepare a summary report and have it in the hands of the United States Attorney in ample time for the issuance of subpoenae. Ordinarily, summary reports are not needed for presentation of the case to a federal grand jury unless it is a long and involved case.

"BUREAU BULLETINS AND MANUAL CHANGES

"It is suggested that the Bureau discontinue the issuance of

Bureau Bulletins except those of an informative nature which are never incorporated into the Bureau manuals, such as Bureau Bulletin No. 70, dated December 12, 1945, which contains a list of the addresses of State Motor Vehicle Registration and Automobile License Bureaus. Agents could be permitted to keep these bulletins permanently or until such time as they are revised.

"It appears to be the present practice of the Bureau to issue a bulletin on current manual changes and thereafter incorporate those changes into the manuals. Oftentimes there is a considerable delay between the issuance of the Bureau Bulletin and the manual change and, accordingly, the manuals are always out of date. It would seem that the Bureau could just as quickly get out a manual change as a Bureau Bulletin, making the Bureau Bulletin unnecessary.

"It will be recalled that when the Bureau first started the present practice of issuing manual changes, it was intended that they be issued on a weekly basis and at that time the Bureau indicated that the manual changes would supersede the issuance of bulletins on matters which may be found in the manual.

"SUPPLIES

"Under existing regulations, employees are permitted to keep only one week's supply in their desks, and if an unusual amount of supplies is found in desks upon inspection, the desks are subject to criticism. It is rather difficult to estimate the amount of supplies that an employee will use up in one week. It is, accordingly, suggested that the rule be changed to permit employees to keep at least one week's supply in their desks, but in no instance more than a month's supply.

"NATIONAL STOLEN PROPERTY FILE

"It is suggested that the Bureau provide a form for placing stops in the National Stolen Property File and for searching property through the National Stolen Property File similar to the form presently being used for requesting criminal records. Such a form would be particularly helpful in placing stops on stolen guns and in searching guns through the National Stolen Property File. The form could be sent to the Bureau in duplicate in the same manner as letters requesting stops and searches in the National Stolen Property File are now being prepared. It would be unnecessary to dictate letters, and the duplicate form sent to the Bureau could be stamped 'no record' in the case of negative searches in the same manner as copies of letters are now being stamped and returned to the field offices.

"CHARGE-OUT SLIPS

"FD Form No. 5 provides a space for the 'location.' This appears

to serve no purpose and it does take the time of a clerk to insert the location and also to determine from a review of the serial what should be inserted in this space.

"RE-CHARGING SERIALS

"It is suggested that the rule on re-charging serials be eliminated. This rule requires considerable time on the part of the clerical employees in pulling files and inserting new charge-out slips. It also results in a considerable increase of pulling files on tickler, and it almost makes it necessary for each agent to keep administrative ticklers of his own to show what dates he receives serials and what dates it will be necessary for him to re-charge them.

"If the Bureau is not receptive to the elimination of the re-charge rule, it is suggested that the rule be changed as follows: Agents should not hold serials unnecessarily. 'They should be returned to the Chief Clerk's Office promptly when they are no longer needed for reference purposes in conducting investigations or other purposes.' This rule would place the responsibility on the agents to return serials when they are no longer needed and the agents would be required to satisfactorily explain the necessity of retaining serials in their possession when they are found in their file drawers or file boxes on inspections. The rule could be changed to require the return or re-charging of all serials within 45 days, as an agent ordinarily should have no reason to hold serials longer than that period.

"COPIES OF COMMUNICATIONS TO FIELD OFFICES

"When necessary to send copies of communications to other offices, it is suggested that the rule be changed to require two copies in all instances. If the communication requires any action on the part of the receiving office, one copy thereof is routed to the agent to whom the case is assigned or is to take the necessary action, and if only one copy is received, it is either necessary for a clerical employee to prepare another copy or strip the file. Oftentimes copies of reports are designated for other offices for information contingent upon the receiving office being requested at some future date to conduct some investigation in the case. If such request is subsequently directed to that office and a case is opened, it will be necessary to route the report previously received for information purposes to the agent handling the case, thereby leaving no copy in the file. Under the present system, when the last copy of a serial is charged out, a notation is placed on the charge-out describing the serial. This description is sufficient to identify the serial. However, should some matter come up which makes it necessary for the Special Agent in Charge or Assistant Special Agent in Charge or Supervisor to make reference to that serial for information contained therein and the agent who has the serial charged out to him is on a road trip, the description on the charge-out slip would be inadequate.

"TELEGRAMS AND TELETYPE"

"In the interests of economy messages are sent by telegram or teletype--whichever is cheaper. This is usually not determined until after the message is typed and routed to the supervisor, Assistant SAC, or SAC for approval. If the message was prepared on the teletype form and the supervising official decides that it should be sent as a telegram, it is necessary to retype the message, thereby taking the time of a typist or stenographer, as well as the time of a clerical employee in taking the original message back to the typist or stenographer for re-typing. It is suggested that an all-purpose form be provided in lieu of the present blue teletype form and telegram blanks for use in offices that have Western Union tie lines in their offices. Spaces could be provided on this form for checking the manner in which the message is to be sent, similar to the spaces in the upper left-hand corner of telegram blanks. The supervising official could then check the form to indicate whether it should be sent as a telegram, night letter, or teletype, or other type of message. An additional space could be provided to send the message as a teletype along with other teletypes which the Communications Section is holding for the same office, or, if none; then send as a telegram or night letter."

In deserter cases the Bureau frequently sets out a copy of the report to a field office which contains no other information than the fact that the subject was born in its area. Communications directed to other offices at the same time clearly indicate the name and address of the deserter's parents, wives, previous places of employment, etc. Yet the first field office is supposed to conduct an investigation based upon birth records, which in 99% of cases is purely unproductive.

It is suggested that field offices receiving letters in deserter cases hereafter which contain only suggestions as to an investigation of the place of subject's birth be authorized to disregard them and to conduct only such investigation when the office of origin requests it. The latter will request it usually when all other available sources of information have been exhausted.

Another suggestion is to hold police conferences only once a year. These conferences were originated as a pre-war and war-time measure to acquaint the police officers with the emergencies confronting this country. Their purpose was to educate them as to the federal violations involved and to solicit their cooperation in our work. An emergency has now passed. The most important subversive movement in the country, namely, Communism, which now confronts the American public, cannot be made the matter of discussion.

In many field offices police schools are going on practically the year round. Through the mediums of those schools the police officers are acquainted with our jurisdiction. Through those same mediums the

police departments become acquainted with the agents of the FBI.

At the present time agents are being called in for in-service training who have been back there within the last twelve months. In-service itself takes the agent away from the office for about fourteen days. Traveling from the West Coast to Washington, D. C. and back consumes about six days. Usually the agent requests several weeks of annual leave in addition. The expense involved in going to and from in-service is considerable. It is suggested agents not be called in for in-service until at least sixteen months have elapsed subsequent to their prior attendance.

Attached hereto in duplicate are additional suggestions made by Assistant Special Agent in Charge H. C. VAN PELT.

Very truly yours,



C. W. STEIN, SAC

CWS:emb
Enclosures - 6

Federal Bureau of Investigation
United States Department of Justice

Seattle, Washington
February 20, 1946

Director, FBI

Suggestion Letter No. 4

RE: ADMINISTRATIVE PROCEDURES

Dear Sir:

Reference is made to Bureau letter dated February 7, 1946, SAC Letter No. 16, Series 1946, as above captioned. Suggestions concerning possible changes in administrative procedures are set forth below:

1. MAINTENANCE OF STATISTICS

It is recommended that the Bureau issue to all Field Divisions explicit instructions on the maintenance of statistics by Field Divisions; that each Field Division submit to the Bureau a monthly report reflecting the statistics accumulated in each Field Division during the preceding month; that based on the data received from the Field Divisions, the Bureau can compile data desired relative to statistics, and in conformity with the present practice, advise the Field Divisions concerning their relative standings. The maintenance of statistics in Field Divisions would be comparatively easy and could be handled by the mail clerk to be taken from outgoing reports and maintained in the office of the Chief Clerk during the course of the month. This would obviate the necessity for the maintenance by the Bureau of the statistics for the field.

The reason for my recommendation is that the field would have a much more comprehensive appreciation of its statistical accomplishments were such statistics maintained in the field. The Field Office could be more acutely conscious of the sources of its statistics, i.e., the amount of statistics being received in the various Resident Agent areas as well as the amount of statistics being attained by squads or individual Agents. It is felt that by placing the burden upon the Field Office, after having received specific uniform instructions from the Bureau relative to the maintenance thereof, each Agent in Charge would tend to have a better ability to detect any weak spots that might be present in the field of statistical accomplishments.

2. CONFIDENTIAL NATIONAL DEFENSE AND GENERAL INVESTIGATIVE INFORMANTS

Our regulations provide when the services of an informant are discontinued the name and symbol cards be marked cancelled and that the cards reflect the file and serial number where information is available reflecting the reason for discontinuance. The name card is then filed alphabetically and the

act

3/1/46

WHE

Great Northern American
A - 4/2/46 NEH
B - 4/3/46
C - 4/4/46
D - 4/5/46

V

Director, FBI

SAC, Seattle
2-20-46

RE: ADMINISTRATIVE PROCEDURES

symbol card refiled in numerical order. This procedure requires duplicate handling of the cards and so far as the name cards are concerned, results in the maintenance of a duplicate index of cancelled informants. When a letter is prepared advising the Bureau of the discontinuance of an informant under the practice outlined, this letter must be sent to the file room for serializing and then returned in order that the cards can be pulled and appropriately noted.

With respect to the maintenance of an alphabetical index of cancelled informants, this appears to be a duplication which could be satisfactorily accomplished with the maintenance of only the symbol file. On individuals not identified by symbol whose services are discontinued, sufficient data is available in the regular files through search of the indexes. It is to be noted that should a question arise concerning an informant the indexes would undoubtedly be searched and the files pulled in any event.

Further provisions governing the utilization of the confidential informant file requires that there shall be noted on the reverse side of the card the dates of recontact and that informants shall not be recontacted without authority or more frequently than every thirty days. In many instances informants are very active and are contacted regularly, many times weekly and sometimes oftener. I can see no purpose in noting the dates of such contacts on the backs of the cards. The only apparent purpose that such notation would serve is to provide a ready check to determine if the informant is still active. It is suggested that a notation at six-months intervals reflecting that the informant is active would suffice and would eliminate the aforementioned posting.

3. AGENT CONFERENCES - TECHNICAL

It is recommended that the next program prepared for technical conference training in the field be prepared in such a manner that during the course of a specified period of time each Agent be required to individually work out a practical problem requiring the use of a specified piece of technical equipment. For example, I feel that the best way for an Agent to learn how to develop latent fingerprints at the scene of the crime is to be given a practical problem in the field requiring the development of latent fingerprints along the lines utilized at the seat of government in the training schools. Presently the Agents assigned to a Field Division meet on a specified date or

Director, FBI

SAC, Seattle
2-20-46

RE: ADMINISTRATIVE PROCEDURES

dates and each Agent is then required to develop latents and photograph them in accordance with the instructions set forth in the program for that particular quarter, i.e., the instructions being "Latent Fingerprints, dusting, lifting, and photographing latents." There is a tendency on the part of the Agents to avail themselves of the easiest method of quickly developing a latent and photographing it without necessarily appreciating all of the problems involved in latents. Some Agents of course make a conscientious effort to improve their technical ability and others slide by as easily as they can or else feel that they have not had proper opportunity to practice the development of latents. Were each Agent required during the course of a specified period of time, for example, a two month period, to check at the scene of a fictitious bank robbery for latent fingerprints, it is felt he would have a much more complete understanding of the proper procedures involved. Then, too, each Agent would be giving concentrated attention to one specific problem at a time instead of trying to learn something about several items of equipment during the course of the technical conference. Concentrated attention being devoted to a specific problem should enable the Agent to become more familiar with the proper use of the equipment. It is realized that it would probably take more time for the Agents to have received specific problems on all items of the technical equipment, but it is nevertheless felt that despite the increased time required for the suggested program that they would get more out of it.

4. MATNAP

An examination of the files in the Seattle Office concerning the Mattson case reflect that there never has been at any time a consolidated and complete statement regarding the rules as to the preparation of reports in connection with this case. I feel that it would be to some advantage if the Bureau forwarded a communication to all of the Field Offices setting forth a consolidated summary of what is expected in a Matnap report. To aid the Bureau in this connection I am setting forth what is reflected in the Seattle Office concerning the current Bureau instructions.

A. TITLE -- In this connection I believe the instructions as set forth in Bureau letter dated March 11, 1940, to all SACS, is still pertinent and it is not necessary to make any changes at this time.

B. SYNOPSIS -- The Bureau's suggestions and instructions in this connection are set out in Bureau letter to all SACS dated March 11, 1940, and I do not feel that this should be changed at this time.

Director, FBI

SAC, Seattle

2-20-46

RE: ADMINISTRATIVE PROCEDURES

C. REFERENCE -- In this connection, I believe that the instructions set forth in the Bureau letter dated March 11, 1940, should remain as they are.

D. DETAILS -- In this connection, the Bureau in letter to all SACS dated March 11, 1940, pointed out under the captioned reference that the first paragraph of the details should clearly indicate the reference report or reports on which the investigation currently performed was predicated. In addition it should set out a preliminary statement as to how and where the suspect was first reported. I feel that the field should be instructed to set out specifically in the first paragraph of the details how and when the suspect was first reported in this case; in addition, the steps that have been taken to eliminate him as a suspect, that is, there should be set out whether his employment during the pertinent period has been verified, whether his photograph has been obtained and if it has been displayed to the witnesses. Also, there should be set out whether his fingerprints and palm prints have been obtained and if they have been compared with the unidentified latents in this case. This will go a long way toward aiding the Seattle Office in the administration of this case. When a lead is covered, unless this information is set forth, it is necessary for the Seattle Office to review extensive files to determine the status of each suspect. I believe that if each office would cooperate and set forth this information that it would serve to aid the Seattle Office in supervising this case.

In addition to the above, I believe that it would be wise if the Field Offices would set forth in this preliminary paragraph what the object of the investigation is at that time, that is, whether it is looking toward locating the suspect to interview him or whether it is to verify his whereabouts during the pertinent period.

E. COPIES — At the present time the practice has been established that three copies are designated for the Bureau, three copies for the Seattle Office, and one copy to the office where the suspect was first reported. I believe that at the present time two copies are sufficient for the Seattle Field Division. In this connection the Bureau's instructions that three copies should be designated for the Seattle Office will be found in Bureau letter to all SACS dated April 14, 1939. The Bureau in its letter of September 13, 1938, to all SACS, advised that there should be one copy designated for the office where the suspect was first reported. I recommend that this practice be discontinued. There are only 624 suspects, according

Director, FBI

SAC, Seattle
2-20-46

RE: ADMINISTRATIVE PROCEDURES

to the indexes of the Seattle Office, that have not been eliminated. I feel that the Seattle Office can properly supervise this number of suspects and in this way avoid the necessary filing of reports in the auxiliary offices when there are no leads set out for that office. In this manner, I believe that it will cut down somewhat the clerical work in these auxiliary offices. In this connection, however, I would recommend that the practice continue of designating in the title the office in which the suspect was first reported so that it is possible to identify the suspect in the voluminous indexes in the Seattle Office.

F. UNDEVELOPED LEADS -- The Bureau in its letter to all SACS dated March 11, 1940, indicated that the undeveloped leads should be captioned with the name of the suspect to which they pertain. I believe this practice should be followed. In addition to this I would recommend that the offices in submitting reports concerning any one suspect always restate the outstanding leads in connection with that particular suspect that may remain outstanding in their Field Division. This will enable the Seattle Office to maintain a constant check on the status of any leads within a particular Field Division as to any individual suspect. *fjc.*

G. GENERAL -- In the Bureau's letter of April 14, 1939, to all SACS, the Bureau points out that when a suspect is located the Seattle Office should be notified by telegram. I believe this practice should be continued.

In addition to the above, I think the offices should again be reminded that when the photograph of a suspect is obtained, efforts should be made to obtain one that was taken as close to 1936 as possible.

Very truly yours,



LELAND V. BOARDMAN
S A C.

LVB:Mfg

Office Memorandum

UNITED STATES GOVERNMENT

Mr. Tolson	✓
Mr. Ladd	
Mr. Nichols	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	
Mr. Carlson	

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #47-A
 EMPLOYEE: SAC R. C. SURAN
 EL PASO FIELD DIVISION

DATE: April 26,

MEMBERS PRESENT: R. C. Hendon
 R. T. Harbo

E. E. Conroy
 E. Scheidt

EMPLOYEE SUGGESTS: That the present rule with reference to the preparation of prosecutive summaries be modified so that they would be required only when the Agents are directed to prepare them by the Bureau or the SAC. At present the rule requires that they be prepared in cases wherein there will be probable prosecution unless the case file is extremely brief.

ADVANTAGES:
 ADVANTAGES:
 ADVANTAGES:

1. Savings of Agents' time and stenographers' time in preparation of reports.
2. Savings of time of supervisors at the Seat of Government and in the field.
3. Prosecutive summaries may not be necessary in simple types of cases.

DISADVANTAGES:
 DISADVANTAGES:
 DISADVANTAGES:

1. Prosecutive summaries are unquestionably of assistance to prosecuting attorneys in obtaining a successful prosecution of the case.
2. Prosecutive summaries undoubtedly result in an increased number of decisions on the part of the U.S. Attorney to proceed with prosecutive action.
3. They are extremely helpful to the investigating Agent in that they provide a check as to whether all necessary evidentiary items have been secured. In other words in preparing the prosecutive summary he must of necessity review the file to see that the investigation is complete.
4. The proper and reasonable conclusion of the present rule does not require that prosecutive summary reports be written in cases where they do not serve a useful purpose in simple cases where only one or two short investigative reports have been submitted.

EX-13

INDEXED 62435-420

5. The prosecutive summaries provide excellent training to Agents not thinking in terms of the evidence.

RECOMMENDATION: Unanimously unfavorable.
 EXECUTIVE CONFERENCE CONSIDERATION: On 5/2/46 Executive Conference composed of Messrs. Tolson, E.A.Tamm, Glavin, Q.Tamm, Hendon, Clegg, Ladd, Rosen, Harbo was unanimously unfavorable.
 RTH:PJ

cc-Mr. Clegg
 Mr. Hendon

fpg

RECORDED

May 3, 1946

~~SECRET - AIR COURIER~~

TO: Legal Attaché
Buenos Aires, Argentina
FROM: John Edgar Hoover - Director, Federal Bureau of Investigation
SUBJECT: CHANGE OF FORM OF SIS REPORTS

Several changes in the form of SIS reports have been approved for immediate use by our SIS Offices. You will shortly receive the necessary manual changes incorporating these new regulations.

Briefly, it is desired that effective immediately you begin placing the "Synopsis" on the first page of the "Investigative Details Memorandum," after first setting forth the name, place and date of the report, as is the present practice. Immediately after the "Synopsis" on this same page the "Investigative Details" should be set forth. You will appreciate that since this permits the various offices and the Bureau to furnish a synopsis of the report, as well as the investigative details to outside agencies, it will be necessary to be especially careful in the preparation of the synopsis, restricting it to a reciting of the important facts. Henceforth information of a statistical nature shall not be included in the "Synopsis" but instead shall be set forth under "Administrative Details."

On the report cover form in place of the "Synopsis" you will now set forth "Administrative Details" and immediately thereafter "Identification of Sources." If either of these items is unusually long, it will be permissible to use a second page attached to the report cover form, which should not be numbered. This will eliminate the use of a separate page for "Administrative Details."

The "Undeveloped Leads" and the list of "Enclosures" should be set forth at the end of the "Investigative Details Memorandum" on the same page, as is presently the practice.

It will not be necessary to have new report cover forms printed. You may utilize those presently at hand, striking out the word "Synopsis" and substituting the words "Administrative Details."

cc - Legal Attaché (CONFIDENTIAL - AIR POUCH)
cc - Legal Attaché (CONFIDENTIAL - AIR POUCH)
cc - Legal Attaché (CONFIDENTIAL - AIR POUCH)

DVH:AJB

b7D

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Santiago, Chile

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Bogota, Colombia

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
San Jose, Costa Rica

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Havana, Cuba

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Ciudad Trujillo, Dominican Republic

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Quito, Ecuador

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
London, England

CC - Attaché (CONFIDENTIAL - AIR POUCH)
Paris, France

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Guatemala City, Guatemala

CC - Civil Attaché (CONFIDENTIAL - AIR POUCH)
Port-au-Prince, Haiti

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Tegucigalpa, Honduras

CC - Vice Consul (CONFIDENTIAL - AIR POUCH)
[redacted]

CC - [redacted] (VIA SAFE HAND COURIER)

b7D

CC - [redacted] (VIA SAFE HAND COURIER)

CC - Civil Attaché (CONFIDENTIAL - AIR POUCH)
Mexico, D. F.

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Managua, Nicaragua

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Panama City, Panama

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Asuncion, Paraguay

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Lima, Peru

CC - Legal Attaché (SECRET - AIR COURIER)
Lisbon, Portugal

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
San Salvador, El Salvador

CC - Legal Attaché (SECRET - AIR COURIER)
Madrid, Spain

CC - Legal Attaché (SECRET - AIR COURIER)
Montevideo, Uruguay

CC - Legal Attaché (CONFIDENTIAL - AIR POUCH)
Caracas, Venezuela

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. Ladd
FROM : C. H. Carson
SUBJECT: CHANGE OF FORM
OF SIS REPORTS

DATE: April 22, 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Lead
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Curriea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Seahn
Miss Gandy

At the present time, Bureau regulations require that the Synopsis of Facts of the SIS reports appear on the Report Cover Form and that the Investigative Details of the report be prepared in the form of a blind memorandum attached to the Report Cover Form. This is similar to the requirement in effect in the domestic field. Most of the SIS reports, unlike domestic field reports, are distributed to other governmental agencies. In making this distribution, the investigative memorandum is forwarded after the Report Cover Form has been detached. Thus, no synopsis is available to the recipients of these reports. To take care of this situation, the SIS Section has adopted a practice of forwarding these reports under cover letters in which a brief synopsis of the report is set forth.

In view of the acute stenographic shortage, it is now planned to use ~~a form letter~~ in place of the above-mentioned cover letter to distribute these reports. It is realized that, under the present arrangement, no synopsis will be available to the agencies receiving these reports; therefore, it is believed advisable at the present time to change our report form and place the synopsis at the beginning of the Investigative Details Memorandum, instead of on the Report Cover Form. The Report Cover Form instead can be used to set forth Administrative Details and Identification of Sources.

RECOMMENDATION:

If this recommendation is approved, several changes in the SIS Manual are necessary. Suggested changes are attached, and, if approved, should be sent to the Mechanical Section for mimeographing.

Attachments

APPROVED BY EXECUTIVES' CONFERENCE WITH MESSRS. TAMM, GLAVIN, HARBO, CLEGG, TRACY AND MUMFORD ATTENDING 4-24-46.

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of files* 1460
RECORDED 166-2435-

RECORDED 66-2432-
E R

RECORDED COPY FILED IN

This Case Originated at

File No.

Report Made at	Date when Made	Period for which Made	Report Made by
Title			Character of Case

Administrative Details:

U.S.

Identification of Sources:

Reference:

Approved and Forwarded	Legal Attaché	Do Not Write in These Spaces		
Made Available to	Copies of This Report			
--- Embassy				
--- H. A.				
--- N. A.				
--- Others				

COPIES OF REPORTED

27 JUN 1965

11-1965-421

This Case Originated at Lima, Peru

File No. 1-13137

b7D

Report Made at Santiago, Chile	Date when Made 5-10-44	Period for which Made 4/30/44 5/10/44	Report Made by [redacted] or (recover)
Title "Changed" CARL AUGUST SCHMIDT (VOGEL), was, CARLOS AGUSTO SCHMIDT; CARLOS VOGEL		Character of Case Chile - Espionage - G	
Administrative Details:		Title of this case is being changed to reflect the correct name of Subject to be Carl August Schmidt (Vogel) as disclosed by records of Investigaciones in Santiago.	
<p>This is a joint report of the writer and [redacted]</p> <p>[redacted] As pointed out in the report memo- randum, [redacted] a contact of Schmidt, is described as being anti-Nazi by Source D and it is stated that [redacted] might possibly be of assistance in this investigation. A lead is therefore being set out to the Buenos Aires office to consider the advisability of developing [redacted] as an inform- ant in this case. As all known contacts of Schmidt in Chile have since departed from the country, no further inquiry is being made in Santiago.</p>			
<p>b7D</p> <p>Identification of Sources: Source A - Report of [redacted] Lima, Peru Source B - Confidential Informant [redacted] Source C - Confidential Informant [redacted] Source D - [redacted]</p> <p>[redacted] and who is reported to be anti-Nazi. He is known to be reliable.</p>			
<p>b7D</p> <p>R U C</p>			
Reference:		Bureau File No. 65-140013 Bureau Letter May 1, 1944, Report of [redacted] Lima, Peru, January 22, 1944; Radiogram April 25, 1944, from Lima, Peru.	
Approved and Forwarded		Legal Attache	Do Not Write in These Spaces
Made Available to	Copies of This Report		
X - Embassy X - M. A. Y - N. A. --- Others	6 - Bureau (Encl.) 2 - Santiago 2 - Lima (Encl.) 2 - Buenos Aires (Encl.)		

COPIES FURNISHED
270 - JAN 19 1965

61-3435-421
ENCLOSURE

May 10, 1944

Re: Carl August Schmidt (Vogel), was
Carlos Agusto Schmidt, Carlos Vogel
Santiago, Chile

Synopsis of Facts:

Records of Investigaciones at Santiago reflect Schmidt arrived in Chile from Germany via Rio de Janeiro, and Buenos Aires on June 4, 1941. Carried passport issued Berlin, Germany, April 14, 1941, reflecting birth January 6, 1909, Hamburg. Resided in Santiago until December 13, 1941, when he departed for Arequipa, Peru via SS "Campo". Schmidt's activities in Chile described as suspicious, known to have frequently contacted Axis Embassies and to have associated with Nazi sympathizers. Schmidt endeavored to arrange mail drop in Santiago through [redacted] who is now in Buenos Aires. Photographs of Schmidt and [redacted] obtained.

b7D

Investigative Details:

Information was received from reliable Source A that Schmidt, who is presently residing in Lima, Peru, is reported to be engaged in obtaining information of an espionage nature which he is transmitting to unknown parties in Buenos Aires, Argentina. It was stated that Schmidt formerly resided in Santiago, Chile.

Source B, whose reliability is unquestioned, advised that it had been ascertained from the records of the Investigaciones in Santiago, Chile, that Schmidt arrived in Chile on June 4, 1941. The records disclosed Schmidt to have reported his date of birth as January 6, 1909, at Hamburg, Germany, and that he had received a preliminary education consisting of eight years schooling. His occupation was given as an export merchant who traveled from Germany to Chile via the Spanish ship S. S. Cabo de Cabo which stopped at Rio de Janeiro, and that he disembarked at Buenos Aires. From Buenos Aires Schmidt traveled via overland railroad to Santiago. The local address given by Schmidt was Calle Ossa 294, Santiago.

Source C advised that the records of the Chilean Maritime Company reflected Schmidt to have departed from Valparaiso, Chile aboard the S. S. Campo on December 13, 1941, en route to Arequipa, Peru.

Information was received from Source D, whose reliability has been established; that Schmidt did not engage in any occupation while in Santiago but that he was frequently in contact with Axis Embassies and associated with known Nazi sympathizers. Source D stated he was in a position to observe

- 1 -

66-2435-421

(Form 9) ENCLOSURE

Schmidt's activities and that he knew he contacted persons in the German Embassy at least once a week and was on five different occasions observed entering the Japanese Embassy. The nature of these contacts was not known nor was the identity of persons visited available to this Source. It was also reported that Schmidt associated with Hans Reefer, leader of the German Nazi Party, and Joseph Mahner, who has been established to be the German propaganda chief in Chile.

On one occasion when Reefer, Mahner and Schmidt were together at the Mountain Bar they appeared to be discussing certain letters which Schmidt had in his possession. After much discussion, Reefer and Mahner departed, leaving Schmidt by himself. [redacted]

[redacted] Schmidt and [redacted] who advised that [redacted] was later known to have stated that [redacted]

b7D

[redacted] This Source stated [redacted] was believed to possess anti-Nazi sympathies and he did not believe that [redacted]

The following is a description of Carl August Schmidt (Vogel) as furnished by Source B:

Name:	Carl August Schmidt (Vogel), was Carlos Agusto Schmidt, Carlos Vogel
Nationality:	German
Age:	35, born 1/6/09, Berlin, Germany
Height:	6'1"
Weight:	178 pounds
Hair:	Blond
Eyes:	Blue
Passport:	German, #14761, issued Berlin 4/14/41
Photograph available	

Source B made available the following description of [redacted]

[redacted]:

b7D

Name:	[redacted]
Nationality:	Chilean
Age:	[redacted]
Height:	[redacted]
Weight:	[redacted]
Hair:	Dark
Eyes:	Dark
Passport:	Chilean, [redacted] issued Santiago 12/15/43
Photograph available	

cc - Mr. Rosen
Mr. McCabe
Mr. C. A. Evans

SAC, Philadelphia

April 25, 1946

Director, FBI

UNNECESSARY SUBMISSION OF INVESTIGATIVE
REPORTS TO UNITED STATES ATTORNEYS

Reference is made to your letter of March 5, 1946 concerning the captioned matter, and to the Bureau's reply of March 20.

The suggestion contained in your letter that the Bureau might desire to circularize the field divisions by a bulletin concerning the submission of investigative reports to the United States Attorneys has been considered in detail. It is not believed that such a circularization is warranted at the present time. Your attention is called to Bureau Bulletin #22, Series 1946, dated April 17, 1946 concerning the unnecessary submission of interim reports and the submitting of simple leads to other offices. It is believed that if the instructions in this Bureau Bulletin are carried out there will be few instances wherein a report will be designated for the United States Attorney unnecessarily.

While your suggestion is not being carried out, the Bureau greatly appreciates your thoughtful consideration in making it.

RECEIVED-DIRECTOR
FBI JUSTICE
U.S. DEPT. OF JUSTICE
APR 29 12:00 PM '46

APR 29 1:09 AM '46

RECORDED
SUGAR DISTRICT
RECORDED
39 MAY 1946

EX-81

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Team
Mr. Nease
Miss Gandy

C4E/kmh

MAY 22 1946

APR 29 1946
RECORDED
SUGAR DISTRICT
RECORDED
39 MAY 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION: #45-C
 EMPLOYEE: SAC N. H. McCabe

DATE: April 25, 1946

KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. C. Hendon E. E. Conroy
 R. T. Harbo E. Schedit

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Harbo
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Peaha
 Miss Peaha
 Mr. Tolson

SUGGESTION: That Section 11-L-14 in the Manual of Rules and Regulations which states that "the criminal record of all subjects shall be set forth in the details as soon as it is available" be changed and instructions issued that no criminal record shall be incorporated in an investigative report until all dispositions have been obtained.

ADVANTAGES: 1. Whenever a criminal record was incorporated in a report it would be complete showing all dispositions.
 were obtained.

DISADVANTAGES: 2. It would give better assurance that all dispositions reported for prosecutive, investigative and other uses.

3. Delay is always occasioned in obtaining dispositions since they are obtained through correspondence with police departments and we are dependent upon the promptness with which they may handle their correspondence.

4. In some instances dispositions are unobtainable. In still others they are not required to be obtained under the Bureau's regulations.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, was unanimously opposed to this suggestion.

Respectfully,
 For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

59 MAY 23 1946

6N

by

RECORDED & INDEXED 6-2435-423
 FEB I
 39 MAY 3 1946
 EX-23

Investigation Reports

EX-16 **RECORDED
&
INDEXED**
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MAY 21 1946

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80-2-1669

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, KNOXVILLE

SUBJECT: ADMINISTRATIVE MATTERS

DATE: February 18, 1946

Supp. to Form 1

Reference is made to SAC letter #16 dated February 7, 1946.

I have given this matter considerable thought and would like to make the following suggestions to assist in simplifying our regulations and doing away with red tape:

1. It is suggested that the present regulation that all radio broadcasts sent out by Field Offices must be first approved by the Bureau be changed to permit Field Offices to request police radio stations to broadcast a pick-up for an automobile in which a Bureau fugitive is known to be riding. From time to time instances arise when information is received that a fugitive is driving a car of a certain description with a certain license tag. The state and local police would be glad to cooperate in endeavoring to apprehend the fugitive. In cases where the man is actually a Bureau fugitive, i.e., a Federal warrant has been issued for his apprehension, or he is a deserter or escaped Federal prisoner, it is suggested that the Special Agent in Charge be given authority to request the police to broadcast the description of the fugitive, together with the description of the car and the license number, with the request that the fugitive be picked up and held for the F.B.I. Of course the police should be advised of any information we have concerning the possession of firearms by the fugitive or any other data indicating that he is dangerous. The pertinent section in the Manual of Rules and Regulations is Section 9E (1).

2. It is suggested that the requirement that personal status reports be submitted to the Bureau annually be discontinued and that in place of this a form be prepared to be headed "Change of Personal Status" which should be submitted by employees when there is any change in the information appearing on the personal status report originally submitted. At the present time a large majority of the employees of the Bureau submit personal status reports each year which are exact duplicates of the ones submitted in previous years. It would seem to me that it would save considerable work at the Seat of Government and also in the Field if a new form were devised for showing the changes in personal status and that instructions should be issued requiring every employee to submit this form immediately when there is a change in the information appearing on the original personal status report. The pertinent section in the Manual of Rules and Regulations is Section 4B.

3. It is recommended that the confidential informant files in Field Offices now be consolidated so that, instead of having separate files on confidential national defense informants and confidential general investigative informants, we have one file entitled confidential informants. At the time this consolidation is made the cards which formerly appeared in the confidential national

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2/27/46
memorandum
Committee C, 1, 2, 4, 5
1/27/46

defense informant file should be looked over very carefully to make sure that they are not now obsolete in view of the end of hostilities. In this connection it is suggested that the system of designating permanent symbols for confidential informants be discontinued and that informants be handled uniformly by giving them a T- symbol on a separate page attached to the investigative report. In unusual cases where for some reason it is felt that this practice will not give sufficient security to the identity of the informant, it is recommended that the Field be instructed to handle such matters by writing a separate letter to the Bureau identifying the informant. To clarify this matter further, it is suggested that the instructions contained in the Manual of Rules and Regulations, Section 9C (1), which provide that when the identity of a source of information must be protected a T- symbol should be used, be done away with. If a source of information is so confidential that a T- symbol has to be used, it is suggested that such an individual be called a confidential informant. It is also suggested that the rule that informants shall not be contacted more frequently than every thirty days without authority from the Special Agent in Charge be done away with and that in its place there be issued instructions that Agents should not contact informants promiscuously and curtail their usefulness by contacting them on trivial matters. The pertinent section in the Manual of Rules and Regulations is Section 9A (2)(6)(10).

4. It is recommended that the practice of assigning cases to police for investigation be discontinued. During the emergency wartime period this practice was, of course, necessary and in some sections the police did a very good job. Now that most of our work consists of criminal cases in which the investigator will have to appear in court as a witness, it is suggested that these cases should be handled by Bureau personnel. In the South and I imagine in other parts of the country considerable difficulty has been experienced in having the police handle investigative matters properly. This remains true, despite considerable effort to train the police in the proper handling of these cases. It is my opinion that we should go back to our old procedure of handling our own work, calling on the police only when it is necessary for assistance. Instructions for reporting police cases are contained in Section 11A (5) of the Manual of Rules and Regulations.

5. In the Manual of Rules and Regulations, Section 111 (14) it is stated that "the criminal record of all subjects shall be set forth in the details as soon as it is available." It is recommended that instructions be issued that no criminal record shall be incorporated into a Bureau report until all dispositions have been obtained. A criminal record is not complete without these dispositions and it is believed that such a rule would insure that all dispositions are obtained prior to the trial of the case. It is suggested that when a criminal record is set forth in a report the F.B.I. number should always

be set forth right at the beginning.

6. With reference to Section 11M (9) of the Manual of Rules and Regulations, it is recommended that whenever the office preparing a report knows the location of the United States Attorney in another Field Division this be included in the space set aside for copies of the report. For example, in a Field Division like Charlotte where they have four United States Attorneys it would be very helpful if the report set forth "3 Charlotte (1 USA Greenville, South Carolina)" rather than just "3 Charlotte (1 USA)."

7. I have noticed that reports coming in from some Field Offices, instead of being clipped together with a paper clip, are stapled together, thereby making it necessary to remove the staple before the report can be routed or filed. It is suggested that this practice be discontinued, since it probably causes a bigger waste of time in the offices receiving the reports than could be justified by the amount of time saved in stapling the reports together rather than using a paper clip. It is also noted that when reports are stapled to each other they are often torn in the process of removing the staple.

8. With reference to the instructions contained in Section 13H of the Manual of Rules and Regulations concerning the sending of telegrams, it is recommended that since most of the offices now have Western Union page printers, these instructions be changed to show that telegrams are addressed to Field Offices as follows: E. SCHEIDT, FBI JUSTICE, WUX CHARLOTTE, NORTH CAROLINA. It is also recommended that a form be prepared in the Bureau for the sending of telegrams over the Western Union machines similar to the form which is used in sending teletypes. It is recommended that pink paper be used for this form and that pink paper be used in the Western Union machines similar to the paper used in the Bureau.

9. It is suggested that, with the new rules for Federal criminal procedure becoming effective within the month, changes be made in the Bureau's Manual of Instructions as soon as possible and that a conference be held in each Field Office with the Agents, going over the new rules. It is also believed that this should be included in the In-Service Training School immediately so that all Agents might be thoroughly grounded in the new rules of Federal criminal procedure.

10. It is recommended that the Director appoint a committee to look into the possibility of the Bureau's using various types of surplus equipment now being disposed of by the armed forces. Undoubtedly there is much technical equipment which might be useful to the Bureau in its investigative work and a committee composed of Laboratory representatives together with experienced investigators could determine what the Army and Navy have that we might be

able to utilize. For example, mine detectors might be very useful on criminal cases where it is necessary to search through wooded areas to locate a gun or other metal weapon which has been cast away by the subject. It is noted that the Bureau has already purchased Walkie-Talkies and it may be that some of the Handi-Talkies which were used by the Army might be very useful on extortion plants, etc. It has been observed that some police departments have already purchased these Handi-Talkies. This same committee could make a study of the material which is available which might be useful to police departments and publish their findings in the F.B.I. Law Enforcement Bulletin so that all law enforcement agencies might be advised of the equipment which is available to them and the manner in which they should go about obtaining it.

11. It is recommended that the Bureau start to work as soon as possible on additional training films. The only real training film that we have is the film entitled "Technique and Mechanics of Arrest and Search of Persons", which is now nearly ten years old. It is believed that in connection with the extensive police training activity on the part of the Bureau in the postwar era, more attention should be paid to visual education than it has been possible to do during the war due to the obvious limitations. Films on firearms training, physical training, raids, interviews, identification of evidence, and similar subjects would be extremely welcome in any police school curriculum.

12. In connection with the investigation of National Motor Vehicle Theft Act violations it would be extremely helpful if the Agents' Handbook could include information as to the location of motor numbers and secret motor numbers of the various types of passenger cars in use today.

13. Now that the war is over, it is suggested that the National Defense Manual be discontinued and the sections contained in that manual which are necessary for our postwar work be incorporated in the Manual of Instructions. In order that this manual might not be so bulky, it is suggested that an effort be made to obtain some thinner paper so that it would make it possible to have this new Manual of Instructions all in one volume. If the right kind of paper could be obtained it may be possible to have the Manual of Rules and Regulations and the Manual of Instructions combined in one volume, which would be a very big improvement, provided, of course, that the manual could be properly and thoroughly indexed.

14. It is suggested that consideration be given to having Resident Agents use #3 cards rather than submit daily reports. In Resident Agencies where there are several Resident Agents working out of the same office this procedure would enable one Resident Agent to locate another in case of an emergency and would sufficiently indicate the activities of the Agents during the day. These #3

cards could be forwarded to the office daily in the same manner in which daily reports are submitted now. It is realized that this is a radical departure from present procedure. However, it is believed that it would work out satisfactorily. Under the present system if the Special Agent in Charge or Inspector goes into a Resident Agent's city and visits the office, if the Agents are out of the office there is no way of determining where they are. If #3 cards were utilized, the #3 card, of course, would be maintained in the office and could be used to determine where the Agents are in the Resident Agents' city at any time.

NHM/js

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG R712
 FROM : K. R. McIntire
 SUBJECT: ~~FILING SURVEY IN RECORDS SECTION~~

DATE: March 6, 1946

Suggestion Memo #76

Investigative Report

Mr. Folson
Mr. E. A. Tamm
Mr. Glaser
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Candy

In an effort to restrict the number of pieces of mail which are going into the investigative files in the Records Section, an analysis was made of 100 recently closed cases in each of the following categories, White Slave Traffic Act, Selective Service, Deserters, National Motor Vehicle Theft Act and Theft of Government Property. This analysis was made in order to determine the amount of supervision given to such files and the advantages and disadvantages which would result from keeping certain copies of reports in the field rather than sending the same to the Seat of Government.

The following study is set forth:

~~National Motor Vehicle Theft Act~~

Supervision

Of the 100 recently closed Motor Vehicle cases there were two cases in which there was any supervision of any kind. In one case, 26-91405-5, there was a letter to a field office in response to one sent in by the field office concerning the insertion of additional pages in a report that had already been submitted. In our letter to the field we asked for greater clarification in the matter, but the case appears to have received no further supervision because the field office in question did not respond to the Bureau's letter. In a second case, 26-91783, there was an exchange of teletypes with a field office based on information from that field office. There was also a radiogram to the [] based upon information furnished by the field. There was also a letter to the field transmitting a copy of a letter from the []. There was also a letter to the [] based on a letter which that organization had sent to the Bureau.

These are the only two cases out of the 100 such cases which were studied in which there was action of any kind taken by the supervisor. The kind of action and the manner in which it would contribute toward the solution of a case can be gathered from what has been set out above. Obviously nothing was done in the 100 cases examined which would in any way facilitate the solution of the various cases.

Absence of Supervision

There was a total of 79 serials in the 100 files which should have been marked "file" in the field. This, however, was not done. Had these cases been receiving the kind of supervision which the Bureau has expected in the past, the attention of the field offices would have been directed to the fact those offices are constantly failing to stamp reports with the word "file" which should be so designated.

RECORDED & INDEXED

Joint Comm. Memos 347 166-2435-424 X
 4/18/46 - Rec'd Ld 103 166-2435-424 X
 EX-33 F B 30 JUL 22 1946
 KRM/ew AUG 5 1946
 JNO/JW/NB

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MEMORANDUM FOR MR. CLEGG

Among the 100 cases examined there were 7 cases in which the supervisor failed to indicate opposite the synopsis the pertinent statistics. In each of these 7 cases there was a failure to send the report to the Statistical Section for proper recording. Each case is set out below together with the nature of the statistic which was not recorded.

1. 26-91840
One car with a value of \$850
2. 26-91184-2
One car with a value of \$1,159
3. 26-91830-1
One car with a value of \$425
4. 26-90197-2
One car with a value of \$375
5. 26-90340-1 and 2
One car with a value of \$750
6. 26-90342
One car recovered but recovery value not shown
7. 26-22039-2
In this case serial one had claimed the recovery of one car at a value of \$500. In serial two it was shown, however, that there was actually no violation of the law and, therefore, that factor should have been observed by the substantive supervisor, and the report should have been sent to the Statistical Section in order that the statistics claimed by the Bureau on serial one could have been deducted.

Here, therefore, is a total of six cars recovered at a value of \$3,559 from which should be subtracted one car at a value of \$500. This gives a total of five cars recovered at a value of \$3,059, not considering the value of the car in item number six noted above. If this is an average statistical loss in every 100 closed Motor Vehicle cases, the loss per thousand is fifty cars at a value of \$30,000. Bureau records show that we close yearly about 7,000 Motor Vehicle cases. If the average worked out above is carried out on the basis of 7,000 cases, we lose credit for 350 cars per year at a value of about \$210,000. This is a margin of error of about 4.43 per cent in recording our total automobile recoveries on the basis of 7,892 cars recovered in the fiscal year ending June 30, 1945.

MEMORANDUM FOR MR. CLEGG

In these 100 cases there are 156 reports marked "file" or which should have been marked "file" in the field. On the basis of each 1,000 closed cases there are, therefore, roughly 1560 reports which should be marked "file." On the basis of 7,000 Motor Vehicle cases closed each year, there would be seven times 1560, or 10,920 serials which should be marked "file". If it costs 26 cents to file each such report, the total cost for 10,920 serials is \$2,839.20. If these reports remained in the field instead of being sent to the Seat of Government for filing purposes, such would be the saving to the Records Section in NMVTA cases.

On the basis of increased salaries for clerks since the estimated 26 cents per piece cost was reached, the cost for filing these pieces is no doubt greater at this time.

The Records Section estimates roughly that one female clerk can completely process and handle 50 simple serials in one day. If we figure on that basis, we can assume that there are about 20 working days in each four week month. There are 13 four week months in a full year which gives a total of 260 working days per year. Sick and annual leave plus the seven legal holidays diminish the work year by at least one work month or 20 days. Therefore, there are 20 less working days or a total of 240 working days per year for a clerk. On the basis of 50 pieces a day for 240 working days per year, one girl could handle 12000 pieces of mail per year. According to the figures noted above, therefore, the time of one clerk is consumed in handling those Motor Vehicle reports which could be retained in the field.

Recommendation

A considerable amount of the time of the supervisor and clerical assistants is spent in gleaning reports for statistical data. Much of the supervisor's time as well as the clerical time in the supervisor's office could be saved and greater accuracy could be insured if one or two clerks from the Statistical Section were placed in the Records Section to examine incoming reports and abstract therefrom statistical data. If this procedure is not acceptable because of anticipated delay in the routing of reports, such Statistical Section clerks or clerks could examine each report as is finally being sent to file. If we are able to retain in the field offices the reports which are or should be marked "file", the statistical clerks would have that many less reports to examine for statistical purposes.

It is believed that the margin of error in recording statistical data should be seriously considered because in routing reports through a statistical clerk, we not only build up our statistics, but we cut down on the amount of time spent in handling such reports in the supervisor's office. The suggestion, therefore, has twofold advantages.

MEMORANDUM FOR MR. CLEGG

~~White Slave Traffic Act~~

Supervision

In the 100 cases examined there were two instances of supervision. In one case a letter was written to Mr. Anslinger of the Narcotics Bureau. In another case the investigation was initiated by the supervisor at the Seat of Government on the basis of a complaint made to the supervisor.

It will be seen, therefore, that there was nothing constructive from a supervisory standpoint in the handling of these 100 recently closed White Slave cases.

There were no instances noted in which the supervisor failed to send statistics to the Statistical Section for recording.

There were 80 serials in these 100 cases which should have been marked "file", but which were not.

There was a total of 201 serials which were either marked "file" or which should have been so marked in the field. It may be said, therefore, that for every 100 closed White Slave cases there are about 200 serials that should be marked "file." Bureau records show that we have between 1600 and 1700 such cases yearly. If we strike an average of about 1650 cases yearly, this means that there are about 3300 reports in each 1650 cases which could be marked "file." At a cost of 26 cents per serial, the total cost for handling and filing 3300 reports annually at the Seat of Government is \$858.

Recommendation

It is recommended that those reports which are or should be marked "file" in White Slave cases be retained in the field offices.

Selective Service

Supervision

In order to determine the wisdom of maintaining in Washington all of the reports submitted in Selective Service cases, 100 recently closed cases were examined to determine the amount of supervisory attention accorded such cases. In those 100 cases there were actually 13 which received any supervisory attention. The tabulation set out below will show the cases and the kind of attention which they received.

MEMORANDUM FOR MR. CLEGG

1. 25-289619-1
A letter was written to the field noting that the subject was not completely interviewed.
2. 25-289384-2
A letter was sent to the field transmitting photostats to that office per the request of that office.
3. 25-289321-4
A letter was sent to a field office concerning a discrepancy in an account number. A second letter was sent to another field office on this same subject matter.
4. 25-289292
A letter was sent to a field office sending information requested by that office.
5. 25-288976-2
A letter was written to a field office concerning information from the Bureau of Marine Inspection and Navigation per the request of the field office.
6. 25-288768-1
A letter was written to the Selective Service Director by the Bureau concerning information furnished by a field office in a letter to the Bureau which called our attention to certain irregularities.
7. 25-288759
This case was opened by a supervisor on the basis of a letter received from an anonymous writer.
8. 25-288700-1
A letter was written to a field office concerning information obtained at the office of the Bureau of Marine Inspection and Navigation per the request of that field office.
9. 25-288596-3
A letter was written to a field office pointing out an error in the age of the subject in a report.
10. 25-288588-1
In response to a letter from the field, the Bureau sent a letter to the RCMP and another letter to the field office.
11. 25-288576-2
In response to a letter from a field office, the Bureau sent a letter to the field office concerning information in the files of the Bureau of Marine Inspection and Navigation.

MEMORANDUM FOR MR. CLEGG

12. 25-288492-1

✓ In response to a letter from a field office, the Bureau sent a letter to the field office concerning information in the files of the Bureau of Marine Inspection and Navigation.

13. 25-288485-1

✓ The Bureau transmitted an anonymous letter to a field office.

It is believed that this analysis is fairly representative of the type of supervision which Selective Service cases receive. It will be noted that in very few instances was any constructive thought made available to the field in the handling of Selective Service matters. It is believed that this observation should be bhrnnin mind when efforts are made to reach a decision as to the number of reports which should be retained in the field. It is apparent from the amount of supervision or absence of supervision in the three classifications of cases already cited that the Seat of Government would not be at a great loss if the reports marked "file" or which ought to be so marked were to be retained in the field.

In a six day test count in the Records Section covering February 13, 14, 15, 18, 19 and 20 a total of 824 Selective Service reports were filed which had been marked "file" in the field. This is an average of 137 such reports per day. It has been estimated that a clerk can process and handle 50 simple reports per day in the Records Section. If this is true, it means that 2.74 clerks are required to handle these reports marked "file". If they were retained in the field, that number of clerical employees would not be needed. If it can be said that the average Records Section clerk receives \$2400 per annum, there will be a saving of about \$6600 per annum in clerical services if these reports remained in the field.

In making a recommendation as to the number of Selective Service reports which should remain in the field, a certain amount of caution must be exercised. This is true because the Bureau maintains rather extensive statistics in Selective Service cases. For statistical purposes the Statistical Section needs all closed reports and all reports containing statistics. That section records

1. The number of cases closed by the field
2. This is divided by the type of case as follows:
 - a. Failure to register
 - b. Failure to report for induction
 - c. Failure to return questionnaire, et cetera
3. Reasons for closing case

All this is done in order to prepare an annual report to the Budget Bureau which has been requested by that Bureau.

MEMORANDUM FOR MR. CLEGG

Recommendation

The recommendation is in two parts: (1) That all reports marked "file" or which should be marked "file" remain in the field. (2) If it is believed that we can go further in cutting down the work at the Seat of Government, it is recommended, in the light of the limited supervision which these cases receive, that a rule be adopted to the effect that only closing reports and those other reports containing statistical data be forwarded to the Bureau.

A decision in a matter of this kind will rest upon how much supervision we can get and want to get and do get at the Seat of Government as balanced against the amount of money which we can save in clerical services.

~~X~~ Deserters

Supervision

There are three supervisors on Deserter cases. There is a huge number of reports received each day. An examination of 100 recently closed Deserter cases shows that there is no supervision of these cases. This fact we openly admitted in our Bureau Bulletin to the field dated February 6, 1946, page 3. In the Bulletin we said that "The reports in Deserter Fugitive Investigations are not reviewed at the Bureau and the responsibility rests on the field to call particular reports or unusual information to the Bureau's attention by letter or teletype."

Since we acknowledge that there is no supervision, we cannot urge the retention of reports at the Seat of Government for that purpose.

Under present instructions as noted in the above mentioned Bureau Bulletin, all Deserter reports are to be marked "file" in the field with only one exception, that is in Deserter--Harboring reports.

Recommendation

It is recommended that all Deserter reports marked "file" or which ought to be marked "file" and which would, therefore, never pass over the supervisors desk remain in the field. There would be a considerable saving if this were done. In a nine day count (February 6, 7, 8, 13, 14, 15, 18, 19, 20, 1946) of such reports going into the file, there was a total of 2,955 such reports. This is an average of 328 reports daily. On the basis of one clerk being able to process and handle 50 simple serials per day, this would consume the time of 6.56 clerks daily. At an average salary of \$2400 per annum per clerk, this would be a saving of about \$16,000 yearly. It is no doubt true that such figures cannot present a completely accurate picture. Yet the volume of clerical work involved is indicated by the fact that in the eight months period from July 1, 1945, to February 28, 1946, the Bureau opened 10,067 new cases in this category

MEMORANDUM FOR MR. CLEGG

alone. It is obvious, therefore, that we are going to save ourselves enormous sums of money if we take some steps to keep these reports in the field.

Major Work on Deserter Desk

It is acknowledged that the major work on the Deserter Desk is not one or reviewing and supervising these files:

The major work falls into the following groupings;

1. Initiating cases; that is, receiving reports from the Military containing a request to aid in the location of a deserter; checking the name through Ident and sending pertinent information to the field to start the investigation. None of this is predicated upon Bureau reports.

2. Handling procedural problems raised by the field. Where problems arise in the field, they could be outlined in a letter to the Bureau and views could be given on the basis of the information contained in such a letter. If this is not acceptable, the field could, when such problems arise, forward copies of pertinent reports attached to their letter of inquiry which could be reviewed at the Seat of Government in order to provide an answer. Such reports could be returned to the field with the Bureau's reply.

3. Close cases. This involves notifying Ident and Records of the arrest or return to military service of the deserter. This information can be gotten from the teletype which the Bureau receives when a case is closed.

4. Obtaining statistics. Statistics are now contained on the teletype from the field to the Bureau, and the Statistical Section makes a practice of obtaining the statistics from that source. We could arrange in all instances to have the closing teletype contain all necessary information in brief, thus eliminating perhaps in most instances even the need for preparation of a closing report.

5. Sending reward notices to the field office. In a good many instances the Agents have been assisted in the apprehension by local officers. In such instances the officer is interested in obtaining the reward which the Military has offered. Consequently, the Deserter supervisor, on receiving several copies of the reward notice from the Military at the inception of the case, retains one copy in his office. This is retained without any mutilation such as punching or marking. Where a local officer makes claim for the reward money, this unmutilated reward offer is forwarded by the supervisor to the interested field office for transmission to the local officer. Here it will be seen that a collection of reports in the Bureau file is not necessary because the Bureau will act upon the advice of the field when such instances arise.

MEMORANDUM FOR MR. CLEGG

On the basis of the five items noted above, there would seem to be little reason for the Bureau to receive and file copies of reports in straight Deserter cases.

Objections to Recommendations

Mr. Molloy of the Deserted desk believes that the Bureau needs to receive both investigative and apprehension reports. Investigative reports are needed, according to Mr. Molloy, to supervise the cases and follow the leads. He admits, however, that this is not done, and the Bureau Bulletin of February 6, 1946, acknowledges this absence of supervision also.

Mr. Molloy believes we need apprehension or closing reports because:

a. A controversy might arise over the payment of the reward money to a local officer. It is urged that the reports would be helpful to the Seat of Government in clarifying the rights of the local officer to the reward. This problem could be handled in three or four ways without the reports. Examples follow:

(1) Teletypes showing the arrest could be made to clearly state the legitimate rights of a local officer to the reward;

or

(2) Where a controversy arises we could teletype the field to send us air mail and perhaps special delivery the pertinent investigative or closing reports;

or

(3) In case of a controversy we could ask the field for a teletype summary of the pertinent facts;

or

(4) In the extreme case it could all be handled by telephone.

Mr. Molloy believes further that we need the reports because the Military might ask for the reports if the Deserter is prosecuted. There would be no difficulty here. We could get all reports promptly from the field offices and send them to the Military in such cases.

Another objection is that the Director might receive an inquiry on a case we are handling and would have difficulty in making reply if reports were not in our file here. This argument is not strong. The same can be said of

MEMORANDUM FOR MR. CLEGG

cases which we close administratively in the field today. The Deserter files would not be entirely bereft of information. We would have all data furnished by the Military. We would have the results of the check in Ident. If the case were completed, we would have the closing teletype. Even if the case were in a pending status and reports were sent to the Bureau in the usual fashion, there is no assurance that we would have received the pertinent report at the time the inquiry was made. Such instances are so rare and the problem could be handled so expeditiously by telephone that it is not considered a valid objection.

Another objection arises in approving a change in office of origin where no reports are filed at the Bureau. This could be handled by arranging for the office making the suggestion to forward all pertinent reports to the Bureau with its letter of recommendation. These reports could then be studied and returned to the field office with the Bureau's reply.

Recommendation

On the basis of these observations it would seem that the saving in money would justify the retention of the reports in the field.

If we are going to continue to file these reports at the headquarters in Washington, the suggestion is made that we cease designating three copies for the Bureau. Mr. Molloy agrees that in those cases where the reports are marked "file" the Bureau would need only one copy. He believes that if the report is not marked "file", two copies would be sufficient. In view of the fact, however, that the instances are so rare in which we are requested to transmit copies of reports to other agencies, it is recommended that only one copy be sent to the Bureau in Deserter cases. If a copy should be needed for another Governmental agency, the Bureau's original could be photostated. This would result in some saving in postage, particularly in view of the enormous number of cases in that category of which we are handling. There would also be a saving in clerical time in the field. It may be true that the time spent by one stenographer in shuffling paper and carbons for each report is not great, but when this amount of time is multiplied by the total number of reports prepared throughout the field, it will be seen that the total loss perhaps amounts to the time of one or two stenographers. When errors are made in typing, there is a greater time loss in making the correction if there are a large number of copies to be corrected. Here again there would be a saving in the time of the stenographic force.

X Theft of Government Property

Supervision

In an analysis of 100 recently closed cases there was either no supervision or no occasion for supervision in a single case.

MEMORANDUM FOR MR. CLEGG

General Analysis

There is a large volume of these cases. In the fiscal year of 1944 we opened 6,647 such cases, while in the 1945 fiscal year we opened 9,275 such cases. In the period of July 1, 1945, to February 28, 1946, we have already opened 5,857 such cases. This means that we are running around 10,000 such cases yearly.

In the 100 cases studied, all but two were one-serial files. The two exceptions contained only two serials each. Therefore, in 100 files there were a total of 102 serials. This means that more work is involved in handling such reports than is ordinarily true of other reports because in almost all instances, in addition to the usual processing, a new file cover and back must be prepared.

It would appear that very few such cases are closed administratively in the field because a large percentage contained some kind of a statistic which might or might not be claimed at the Seat of Government. In addition to this fact, a large percentage of these cases are brought to our attention in the field by other Governmental agencies. The study of 100 recently closed cases showed that 35 of the 100 reports contained some kind of a statistic which might or might not be claimed. The study also showed that 57 of the 100 cases were brought to our attention by other Government agencies.

Under our present system of recording statistics, it is perhaps better to let the field continue to send in all reports containing statistics rather than take a chance on losing them. Therefore, no suggestion is being made at this time limiting the freedom of the field to forward such reports to Washington.

Under the present rules, a case cannot be closed administratively in the field if it has been brought to our attention by another agency of government. It appears that this rule was predicated upon the possibility of such a case being called to our attention by the Washington headquarters of the reporting agency. In those instances the Bureau would want something in its files in order to reply intelligently. It may be that we could now change our outlook on this matter and thus make a saving in clerical effort and in other ways. This suggestion is prompted by the fact that in none of the 100 cases studied was there a request for information from another agency of government. Mr. Olson, the supervisor of these cases, has advised me that we have had but two or three requests from the War Assets Corporation in which Mr. Carroll, a former Bureau employee, asks the status of a case which has been referred to one of our field offices by an Agent of Mr. Carroll's organization. Mr. Olson stated we could handle this kind of a request conveniently without receiving all of the Theft of Government Property reports as we do now.

MEMORANDUM FOR MR. CLEGG

Recommendation

It is recommended that we eliminate the rule in Theft of Government Property cases requiring the field to submit reports when a case has been referred to us by another Governmental agency, thus enabling the field to close such cases administratively when they meet the other rules which govern the administrative closing of cases. If this were done, there would be some saving. In the 100 cases examined there were 65 one-serial cases (consisting of one report which opened and closed the case) which contained no statistics and were of no interest to the Bureau. In many instances the only reason a report is prepared is because the original complaint came from another Governmental agency. The study showed that in two-thirds of our cases we could eliminate much of the work involved in agent, stenographer, and clerical time if we would permit the administrative closing of such cases.

For the Seat of Government there would also be a saving. It has been shown above that there is an average of about 65 cases in every 100 which contain no statistics and are of no interest to the Bureau. If this be true, there would be 650 such cases per thousand or 6500 per ten thousand cases. Since we are opening about ten thousand such cases yearly there would be about 6500 such cases which our Records Section would not have to handle. In addition to the clerical time saved, we must consider the cabinet space, the floor space, the cost of binders, the cost of file covers, the cost of paper and the cost of postage. It is, therefore, recommended that in Theft of Government Property cases where no statistics are involved and where neither the Bureau nor any other Governmental agency has a peculiar interest in the matter, the case may be closed administratively in the field despite the fact that the original complaint stemmed from another agency of government.

MEMORANDUM FOR MR. CLEGG

General Recommendations

A second count of incoming reports was conducted by the Records Section for the period of Wednesday, Thursday, Friday, Monday and Tuesday, from February 27 through March 5, 1946, in an effort to obtain a fair average of the total number of reports received during a given week. In that period there was a total of 2208 reports received which had been designated "file" in the field offices. On the basis of the supervision accorded at the Seat of Government there would seem to be no loss if these reports were retained in the field offices. If this were true there would be an average of 441 reports daily which would not be received in Washington. At the rate of one clerk handling and processing 50 simple serials per day this would be a rough saving of about 8.8 clerks.

It has been pointed out hereinbefore under Motor Vehicle and White Slave cases that there are a large number of reports in both classifications which should be marked "file" in the field, but which are not being so marked. If we could agree to retain in the field all reports marked "file" then we could encourage the closer examination of reports which are received here, and even before they are transmitted to Washington in order to insure that those which should be marked "file" would be so marked. If this were done consistently there would be an even larger volume of reports which would remain in the field. With such a program under way we could make a greater saving than the services of 8.8 clerks daily.

It is recommended that serious consideration be given to requiring the field offices to maintain statistics in Bureau cases, instead of having that type of work handled on the various desks in Washington. We have already noted that there is a margin of error in the maintenance of statistics here at the Seat of Government.

Accuracy in the keeping of statistics could be accomplished on the basis of self-interest. If this practice were inaugurated, each field office could be given its statistics for a given period with instructions that henceforth each office was to keep its own statistics. There would ensue a competitive spirit. The office would try to better its own record for the proceeding period and would likewise be in competition with other offices to reach this objective.

It may be urged that statistics are so important and so much depends on them in the way of obtaining a satisfactory budget that we cannot rely upon the field to accurately maintain these records. It would seem that this argument is a bit frail in view of the fact that we vest the field offices and the individual agents with substantially all other responsibilities. If agents are capable of solving major cases and handling the manifold other duties which are imposed upon them, it would seem that they could handle the statistics problem satisfactorily also.

MEMORANDUM FOR MR. CLEGG

Some
Many of the reports received at the Seat of Government today which are marked "file" contain statistics of one kind or another. If it becomes necessary to seriously curtail the clerical functions in Washington, the maintenance of statistics in the field would be a big step in that direction.

It is believed that this could be satisfactorily done by preparing, on stiff paper similar to the telephone directories used by Bureau supervisors, the various types of statistics which the Bureau desires in each classification of case. This could be made a part of the desk equipment of each agent and in dictating he could designate on a slip of paper attached to the report the type of statistics to be claimed. It is true that in offices having much road work some of this might have to be done in the resident agencies or by the agent in his hotel room. None the less, he could carry with him the directions for maintaining statistics. It is believed that this is a matter of education insofar as each individual agent is concerned. They learn many other matters, and there would seem to be no reason for their failure to learn statistical data, particularly in view of the fact that a chart would be at hand at all times to aid them.

If this program were adopted, a test check could be run by the office itself in the review of recently closed cases or a similar check could be made by a Bureau inspector to determine whether statistics are being maintained properly at all times.

With the competitive spirit a part of the game, it is believed that there would be a greater measure of accuracy than we now experience.

RECORDED

SAC, LOUISVILLE

DIRECTOR, FBI

66-2435-425

May 10, 1946

UNNECESSARY INTERIM REPORTS

EX-1233

ALL INFO. WHICH CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/14/90 BY SP-SCI/BT

#323,013

With reference to your letter of April 24, 1946, wherein you suggest it is incumbent on the SAC to see that reports are submitted in order to reduce case delinquency, you are advised the submission of reports for this purpose is specifically the practice which the Bureau sought to eliminate when the instructions were issued in the recent Bureau Bulletin No. 22. The report should be submitted when the investigation has been completed in a field office and at such other times as it would appear logical and economical to do so. The submission of a report merely because the case is about to become delinquent is a highly undesirable and expensive practice which the Bureau desires discontinued in the offices immediately.

Your suggestion for extending the period of delinquency from 45 days to 90 days would not be effective since the Bureau does not desire to have a report submitted solely to have one submitted in even a 90 day period. For those reasons your suggestion is not approved and you should clear any impressions which Agents of your office might have as indicated in your letter concerning the submission of reports for the purpose of reducing the percentage of case delinquencies.

HHC:rs

RECORDED-DIRECTOR
DEPT. OF JUSTICE
FBI

RECORDED-DIRECTOR
DEPT. OF JUSTICE
FBI

Approved by Executives' Conference on
May 8, 1946, those present being Messrs.
Tolson, Glavin, Tracy, Harbo, E. A. Tamm,
Hendon, Nichols, Mumford, Rosen and Clegg.

MAY 13 1946
RECORDED-DIRECTOR
DEPT. OF JUSTICE
FBI

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Reese
Miss Candy

JUN 10 1946

RECORDED COPY FILED IN 66-2554-1933

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/24/46

FROM : SAC, LOUISVILLE

SUBJECT: UNNECESSARY INTERIM REPORTS

With reference to Bureau Bulletin No. 22, Series 1946 dated April 17, 1946, particular attention to the paragraph as captioned above, I am in thorough accord with the Bureau's procedure of eliminating unnecessary interim reports, and I believe it will be conducive to stream-lining administrative operations.

However, I do wish to call the Bureau's attention to the fact that under the present setup, a case becomes delinquent if a report is not submitted within a 45 day period. Under such conditions, of course, it is incumbent upon the Special Agent in Charge to see to it that the Special Agents submit reports in order to reduce case delinquencies, as the percentage of an office delinquency is often interpreted as a barometer of office supervision. It also may be interpreted as an indication of the sufficiency or lack of sufficiency of assigned investigative personnel to that office.

It is therefore suggested that with the elimination of unnecessary interim reports, the Bureau give consideration to extending the 45 day period of delinquency to 90 days. Under such conditions, a truer picture of administrative supervision and investigative condition of a field office will be obtained and will therefore permit a clearer analysis of the condition of a Bureau field office by the Bureau.

MMW:bl

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EX-133. 39 MAY 16 1946
[Handwritten signature]

*ack
HFC
5/10/46*

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #55-B
 EMPLOYEE: SAC THORNTON
 MIAMI FIELD DIVISION

DATE: May 2, 1946

mc
 MEMBERS PRESENT: H. H. Clegg E. E. Conroy
 R. C. Hendon E. Scheidt

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Harbo
 Mr. Hendon
 Mr. Pennington
 Mrs. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Beahm
 Mrs. Gabo

EMPLOYEE SUGGESTS: That Agents be permitted to submit letters and short rough draft reports in longhand with instructions that important names and addresses be hand printed instead of on the typewriter as required at present. Also, that Agents be encouraged to write out the first page of investigative reports even when they are dictating the rest of the report in the field office.

ADVANTAGES:

1. Some slow-thinking, plodding mentalities need the crutch of a written synopsis of facts in order to consolidate their thoughts.
2. Would obtain in some instances a greater degree of compliance in supplying all the details required on the first page of investigative reports.
3. Some Agents may find it difficult to use the typewriter and prefer to write in longhand.
4. It would save the stenographer's time and would insure that the Agent is ready to dictate before calling for a stenographer.
5. It would encourage Agents to marshal their facts prior to calling for a stenographer.

DISADVANTAGES:

1. Inability to read the longhand writing of large number of Agents.
2. It would retard the development of an Agent's dictation ability.
3. It is a slow, cumbersome, useless, expensive practice.
4. As a matter of practice, all SACs allow Agents to submit notes to them in longhand without any objection where it is common sense to follow that practice.

RECOMMENDATION:

Unanimously unfavorable.

EJ 52 CC: Mr. Hendon
 MAY 30 1946
 HHC:rs



SUGGESTION #55-B
EMPLOYEE: SAC THORNTON
MIAMI FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on May 8, 1946,
those present being Messrs. Tolson, Glavin,
Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg recommended
unanimously unfavorable.

Respectfully,
For the Conference

✓
Clyde Tolson
EAT
E. A. Tamm

ok
H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Salt Lake City
 SUBJECT: ADMINISTRATIVE PROCEDURES

DATE: February 18, 1946

Suggestion Letter #43

Reference is made to SAC Letter No. 16, Series 1946, dated February 7, 1946, requesting recommendations for any changes, modifications, additions or eliminations in connection with the Bureau's administrative procedures.

Please be advised that I have the following suggestions to offer at this time:

1. In connection with National Motor Vehicle Theft Act cases it is recommended that when an auxiliary office is requested by teletype to interview the owner of the automobile involved and sutel, the auxiliary office include all pertinent information in its teletype to the office of origin and RUC the case on the teletype, leaving the responsibility to the office of origin to incorporate the information in an investigative report for the benefit of the interested United States Attorney. Under existing rules the auxiliary office teletypes the results of its interview with the car owner and subsequently submits an investigative report.
2. It is recommended that the closed investigative files more than three years old in each office be reviewed and all duplicate copies of serials be destroyed. Bearing in mind that some of these files are extremely voluminous due to duplication of serials, it is believed that a considerable saving in filing space in each office will be effected.

*Present
handled
JH*
JCN:JH
66-173

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/rte

RECORDED

66-2435-427

MAY 21 1946

Joint Committee News
PC H. 46
PC H. 48

66-2435-427
66-3286-222
66-5443-41

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #14-C
 EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
 GENERAL INVESTIGATIVE DIVISION

DATE: MARCH 12, 1946

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
 R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: Frequently complete information does not appear in the synopsis of facts and occasionally it is not found in the details to permit the accurate, prompt and easy recording of statistical information. It is suggested that a savings of time and effort would result if the Bureau would issue information to the field setting forth the details necessary to aid the agents in having incorporated in the synopsis all information which is recorded for statistical value at the Bureau.

ADVANTAGES:

1. Saving of time of supervisors and clerks in recording of statistics.
2. Insuring that all statistics will be recorded.
3. It will give all agents a better appreciation of the value and uses of statistical data.

DISADVANTAGES:

1. It does require the setting forth of information which would be available to all agents in bulletin form as to the details of data recorded by the Bureau as statistics.

RECOMMENDATION: Unanimously favorable.

AC:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

*Clegg typed
6/19/46
elw*

Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg.

Respectfully yours,
 For the Conference
 INDEXED

EX-30 ✓
 D Clyde Tolson 66

E. A. Tamm

CC - Mr. Clegg

55 JUL 29 1946

PERS FILES

Office Memorandum • UNITED STATES GOVERNMENT

WHC/kmh

TO : THE DIRECTOR

DATE: April 8, 1946

FROM : A. ROSEN

SUBJECT: MANUAL REVISION

MANUAL OF RULES AND REGULATIONS (Section 12E)

FBI HANDBOOK (Part I, Section 56A)

Suggestion #167

Mr. Tolson
 Mr. Clegg
 Mr. Coffey
 Mr. Glavin
 Mr. Judd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Beale
 Miss Candy

Investigative Report

It is suggested that paragraph I, Section 12E, of the Manual of Rules and Regulations relating to parole reports and Part I, section 56A, of the FBI Handbook be changed in order to include instructions that parole reports shall be submitted to the Bureau as enclosures to the investigative report reflecting prosecutive action which made the submission of a parole report necessary. It is also suggested that these sections be changed to reflect that three copies of a parole report should be submitted to the Bureau and that abstracts shall accompany parole reports, but instead of a synopsis, these abstracts need only reflect the words "parole report".

Reasons

There is a lack of uniformity in the manner of submitting parole reports from the field inasmuch as they are sometimes submitted as separate reports and sometimes submitted as enclosures. This creates additional work for the supervisory staff at the Bureau in the process of verifying the actual submission of a parole report in those cases where such report is necessary. It would be a distinct advantage to have parole reports submitted as enclosures to the investigative report reflecting prosecutive action inasmuch as the supervisor at the Bureau would have before him both reports at the same time, and there would be no question as to whether or not the parole report was actually submitted.

EX-1435-428
F B I
 The Records Section has been consulted in connection with this proposal, and it has been observed that while some additional care is necessitated in the handling of enclosures, it should not be a burdensome procedure, and the time saving for supervisory personnel will more than compensate for the extra care necessitated in the Records Section. The Records Section has advised that in the event this procedure is adopted, it will continue to be necessary for the field to submit abstracts with parole reports, but that these abstracts need only reflect the words "parole report". The parole report and the investigative report will both be recorded in the Records Section and given the same serial number. Apparently the only extra work which will be involved in the Records Section is the matter of showing disposition of the copies of the parole report, two of which will be transmitted by the substantive supervisor to the Bureau of Prisons and appropriate notations will be made on the parole report. It is submitted that the substantive supervisor might, at the same time, while making notations on the parole report, make similar notations on the investigative report by the stamp "enclosure", to clearly reflect disposition of the two copies of parole reports submitted to the Bureau of Prisons. Records Section employees, in checking the disposition of the enclosure, would then only check to see that this notation had been made.

COPIES DESTROYED

270 JAN 19 1965

1946
Re N. 4-22-46

5/15/1946 committed Memo

May 15/46

As to the suggestion for the inclusion of a statement in the specified sections of the Manual of Rules and Regulations and the FBI Handbook as to the necessity for submitting three copies of a parole report to the Bureau, it may be said that the practice followed in the field at the present time is not entirely uniform. Usually the desired three copies are submitted, but sometimes more or less copies are received at the Bureau. The provision suggested would make clear the number of copies of a parole report which should be submitted.

There is attached hereto the wording of the suggested changes.

Recommended Action

If the suggestions are approved, this memorandum should be routed to the Training and Inspection Division for immediate action. Here it should be noted that the indicated sections of the Manual of Rules and Regulations and the FBI Handbook have not gone out to the field, they are in the process of being printed in the Mechanical Section.

Attachment

MANUAL REVISION
MANUAL OF RULES AND REGULATIONS
Section 12E, Paragraph (1)
Sentences 2 and 3
FBI HANDBOOK Section 56A, Part I
Sentences 2 and 3

A parole report should be forwarded to the Bureau as an enclosure to the investigative report reflecting prosecutive action which made submission of the parole report necessary. Abstracts shall accompany parole reports, but instead of a synopsis, they need only reflect the words "parole report".

The following is a new line to be added at the end of Section 12E, Manual of Rules and Regulations, and at the end of Part I, Section 56A, FBI Handbook:

Copies of report to Bureau - 3

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270 JAN 22 1965

ENCLOSURE

66-2435-428

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #167
EMPLOYEE: ASSISTANT DIRECTOR AL ROSEN
SEAT OF GOVERNMENT

DATE: APRIL 22, 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room _____
F. Nease _____
Miss Gandy _____

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~parole reports~~ be forwarded to the Bureau as an enclosure to the investigative report reflecting prosecutive action which made submission of the report necessary and that abstracts accompany parole reports, but instead of a synopsis these abstracts reflect only the words "Parole Report." Further, that three copies of parole reports be specifically required.

ADVANTAGES :-

1. It is necessary for the Bureau Supervisor in checking a closing report to definitely verify the submission of a parole report and this can be more easily done if it is an enclosure.
 2. The Bureau Supervisor has the responsibility for the transmission of copies of the parole report to the Department which can better be done if it is an enclosure to the closing report.
 3. There is presently a lack of uniformity in parole reports sometimes being submitted as separate reports and sometimes as enclosures.
 4. This causes no additional work of consequence to the Records Section while saving supervisory time.
 5. There is no specific requirement as to the number of parole reports presently required and three are necessary and sufficient.
 6. The use of the words "Parole Report" rather than a synopsis on the abstract reduces the clerical work to a minimum and completely serves the purpose since the fact that a parole report is submitted rather than a synopsis thereof is the matter of interest.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommend that instructions be issued to the field for parole reports

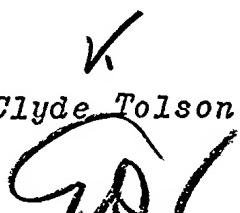
235
50 JUN 6-1946

cc: Mr. Clegg
Mr. Hendon
RCH:ER

to be forwarded to the Bureau as enclosures to the investigative report reflecting prosecutive action which made submission of the report necessary. It was further recommended, however, that instructions be issued that such reports not be stapled to the investigative report since the parole reports must be separately transmitted to the department. It was also recommended that abstracts not be required on parole reports but that the abstract covering the investigative report reflect that a parole report is enclosed. The Conference felt that this would serve both the purposes of the Records Section and the Investigative Divisions while eliminating the extra work required in handling the special abstract slip.

Respectfully,
For the Conference

OK.
P.

✓
Clyde Tolson

E. A. Tamm

RCH:DW

BW. Bull.
typed 5/7/46
YAS

Office Memorandum

UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

DATE: May 24, 1946

FROM : A. ROSEN

SUBJECT: REVIEW OF INCOMING REPORTS FOR
INSTANCES OF "STATUS" AND INTERIM" REPORT WRITING

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Leed _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Zorn _____
 Mr. Carson _____
 Mr. Hendon _____
 Mr. Smiford _____
 Mr. Jones _____
 Mr. Quinn _____
 Tele. Room _____
 Mrs. Nease _____
 Miss Beats _____
 Miss Gandy _____

Investigative Report

Division VI has continued its review of incoming reports and during the week of May 20, 1946, we have reviewed 250 pending reports. Of these 77 or 30.8% were deemed to constitute unnecessary report writing.

RECORDED

166-2435-430

F B I
31 MAY 28 34

EX-23

(JG:RH)

*[Signature]*59 JUN 6 1946 *[Signature]*

FEDERAL BUREAU OF INVESTIGATION

1946

- The Director Records Section
 Mr. Tolson Personnel Files
 Mr. Ladd Send File
 Mr. Rosen *ffsl* Bring file up-to-date
 Mr. Clegg Search, serial-
 Mr. Glavin ize, and route
 Mr. Nichols Reading Room
 Mr. Tracy Mechanical Section
 Mr. Harbo Bureau Supply Section
 Mr. Hendon Mail Room
 Mr. Pennington
 Mr. Quinn Tamm
 Mr. Nease
 Mr. Coyne
 Miss Gandy
 Mr. Carson

 See Me

 Miss Stalcup Call me re this
 Miss Gray Note and return

 Miss Butcher File

 Stamp and mail
 Prepare tickler
 Call these files

Edward A. Tamm
5734

Investigative Reports

RECORDED

166-2435-431
166 F B 1
1955 JUN 5 1

fw

ORIGINAL COPY FILED IN
66-2389-116

EX-33

INITIALS ON ORIGINAL

58 JUN 14 1946 62

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. Clegg
 FROM : IN-SERVICE CLASS #9
 SUBJECT: SUGGESTIONS
 IN-SERVICE CLASS #9

DATE: 3/15/46

File No. 11-106
 3/15/46
 Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Evans
 Mr. Jarrica
 Mr. Harbo
 Mr. Hendon
 Mr. Pernin
 Mr. Quinn Tamm
 Mr. Rose
 Mr. Tracy
 Miss Beal
 Miss Gandy

The following suggestions are made for the specific purpose of checking economies and improving the administrative operations of the Bureau. These suggestions were made by the Special Agents in In-Service Class #9 on March 15, 1946.

1. That the SAC be authorized to give permission for agents to testify in State Courts and Military Courts instead of seeking Bureau authorization, due to the fact that Bureau authorization is more or less automatically given any way.

2. Assign each Special Agent who has need for an automobile a specific automobile, hold that agent responsible for the condition of the car and require him to inspect it no more frequently than once each three months.

B 3. When a case is assigned to a Special Agent at the time the duplicate assignment card is routed to the Agent in question, the file or pertinent serials should be sent at the same time.

C 4. That when new serials are received at any field office on a case which is assigned to a Special Agent there be a requirement that the new serials be routed to the Agent to whom the case is assigned rather than being initialed by a supervisory official and sent to the file.

5. To the immediately preceding suggestion, an exception be made, particularly with reference to memoranda concerning communistic activities reported by informants or technical surveillances.

D 6. That the Director, if he is in Washington, make it a practice to appear personally before all Agents' classes.

E 7. That in old fugitive cases or other publicized cases where a file review is made, it be an automatic requirement that the Agent who has reviewed the file assemble as one of a committee of experienced Agents (other than supervisors) to have a critical discussion of the case and the Agent who reviewed the file will answer questions as to whether various suggested and recommended investigative steps have been completed.

8. That in Theft from Interstate Shipment cases and Theft from Government Property cases where the amount involved is \$50 or less, the United States Attorney be immediately contacted to discuss any prosecution contemplated in the event the subject is identified and apprehended in order to prevent unnecessary Agents' time in investigating small cases where the subject is later identified and prosecution declined because of the small amount involved.

HHC:ER

R.C.L. 3/23/46.

855-5-126 4/30/46

F 9. That a modus operandi file be maintained at the Seat of Government on bank embezzler cases so that the field can be periodically advised as to the methods used by bank embezzlers in committing their offenses.

H 10. That in all instances where a complaint sets forth allegations which, it would appear, could not be substantiated or which upon preliminary investigation prove unfounded instead of writing a regular investigative report the case be closed administratively by memoranda for the file.

G 11. That the panel forum of the Security Division be extended from one-half hour to one hour in the future in In-Service schools.

H 12. That a form be approved and distributed to the Special Agents in all field offices so that daily, or as occasions arise, Agents can fill out the form in longhand to show established sources of information from which the source of information index cards will be typed in the field offices.

I 13. That a Special Agent be authorized to maintain in his own desk a list of his own personally developed and frequently used confidential informants provided, of course, that the listing of the same informants appears in the office confidential informant file.

J 14. That the Seat of Government establish a modus operandi file in impersonation cases so the field can refer methods of operations to the Bureau for comparison with the national file.

K 15. That a form of a distinctive color be prepared as one of the first serials in a file on which will be recorded the various investigative steps and usually required types of information, such as Selective Service number, identified, filing of wanted notice, taking of fingerprints, filing of complaints, cancellation of wanted notices, and so forth.

L 16. That for purposes identical with the suggestion immediately preceding, the top cover of each file have imprinted on the back this information which would be filled out as the various investigative procedures are followed.

M 17. That a demonstration of Defensive Tactics methods be given to each In-Service class for a minimum of one hour in the future.

N 18. That a repair clerk or repair section be designated as such in the Chief Clerk's Office to which an Agent may send files needing repair.

O 19. That the "within the hour" requirement in Theft from Interstate Shipment cases be waived at the discretion of the field supervisory staff when the amount involved, according to the initial complaint, is less than \$100.

P 20. When an incoming serial requires immediate or expeditious attention by an Agent at least one copy of it be routed directly to the Agent, bringing it to his attention immediately.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #24
EMPLOYEE: SAC J. E. TROST
ATLANTA FIELD DIVISION

DATE: APRIL 3, 1946

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: I. That forms be used in connection with cases which originate with a complaint from such organizations as the Automobile Underwriters Detective Bureau concerning a violation of the NMVTA when no investigation is to be conducted in the division where the complaint is received from the Automobile Underwriters. At present the information is being submitted to the various field offices and the Bureau in regular report form with undeveloped leads. The report RUCs the case and credit is claimed for the opening and the closing of the case in the Atlanta Office. Individual case files are also opened.

ADVANTAGES:-

1. The use of the form would preclude the necessity for writing a report which requires some additional typing and dictation to prepare.
 2. The use of the form would prevent the necessity for a report's being sent to the Bureau with a resultant saving in filing the initial report.
 3. The information is in the nature of allegations which have not yet been substantiated as evidence and consequently the evidence will be obtained when available by other field offices and reported in report form as presently required.
 4. As presently reported, originally most of the cases are under an unknown subject title, whereas the initial reports received from the office of origin will often carry a complete title. Consequently, unnecessary indexing originally was performed in the Files Division at the Bureau.
 5. Since the office where the car was stolen and the office where it was recovered each reports the result of the investigation in its district the information contained in the report from the Atlanta Office which was secured from the AUDB was from this same information.
 6. Oftentimes the offices receiving the report from the Atlanta Office have previously opened cases upon the same matter and have submitted reports. The report from the Atlanta Office adds absolutely nothing in such instances.

DISADVANTAGES:

1. A variation from the uniform requirement of reporting information obtained by a regular report.

cc: Mr. Clegg
Mr. Hendon

Bee Bulletin

W. S. C. 4/23/46.

HTCE/SA
Mammal Specimen
5-22-1933
33

2. Undeveloped leads can be suggested by the Agent who received the initial complaint and who is best informed as to the desirability of further investigation.
3. The investigative report from Atlanta provides a ready and convenient basis for the covering of a suggested lead by the offices to whom copies of this report are furnished.
4. The next office submitting a report on the case would incorporate the same information in the first paragraph of the report showing in the details the source of the complaint with the same information that would have been included in the report from the initial office receiving the complaint.
5. The Bureau would not have available any record indicating the existence of such a pending case, and thus would not have an opportunity through an examination of cross references to advise other field offices promptly as to previous records and activities of the same subjects and the development of any possible rings or conspiracies.
6. Any form prepared might not fit the requirements of the complaint.

RECOMMENDATION:

Messrs. Hendon, Scheidt, and Conroy are opposed to the use of a form for this purpose but recommend that reports not be submitted and that a letter be used instead, principally to conserve unnecessary administrative time both in the field and at the Seat of Government in handling reports of a useless and duplicatory nature.

Mr. Clegg is in favor of continuing the present practice of submitting reports.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously were of the opinion that the investigative report forms should not be prepared solely for the purpose of recording the complaint and transmitting undeveloped leads in such cases. The Conference also was unanimously opposed to the adoption or preparation of a form letter for this purpose. The Conference did favor the use of a specially dictated letter in each instance with copies going to the other offices where undeveloped leads appeared logical.

HHC/wl

✓
(OVER)

OK
H.

EMPLOYEE SUGGESTS: II. That a copy of a form or letter used to report on such violations would be filed in the zero file without the preparation of assignment cards to open and close cases based on information received.

ADVANTAGES:

1. The Atlanta Office has no interest in the matter other than getting the information to the office in which district the car was stolen and recovered. Consequently, there is no need for tickler or assignment cards to follow a case.
2. The preparation of assignment cards and clerical work attendant thereto serves no purpose other than to give credit to the office for a case opened and closed which actually gives a distorted picture of the work pending in a field division.
3. A considerable saving in clerical time and in administrative detail would be effected by handing such matters in the zero classification and having not to prepare individual case files and individual folders. Likewise, there would be a considerable saving in materials.
4. Since all investigations in these cases are being performed in other districts, the maintenance of assignment cards and separate case files at the Atlanta Office, serves no useful purpose and, in effect, merely amounts to keeping individual case records for the sake of keeping a record.
5. This same system is utilized to advise other offices in other classifications concerning possible violations in which the preparing office has no possible reference.
6. The proposal reduces the handling to the absolute and simple minimum of requiring a short letter which can be signed and sent with the yellow being filed as a single serial in the zero file and eliminating all administrative appendages which serve no purpose.
7. The proposal is in accordance with the present very desirable trend toward streamlining the Bureau's operations and eliminating unnecessary operations.
8. The proposed method would give the Bureau a truer picture of the actual investigative operations of offices of handling information of this type instead of the present artificial and distorted picture with respect to the case load and cases handled by such offices, it being pointed out that an Agent of the Atlanta Office makes regular contacts with the headquarters of the AUDB and may secure and dispose of a large number of such complaints in a single day and, as the matter is presently handled, it would appear from the case load of the Atlanta Office that a large number of investigations should be concluded whereas in reality the function performed has been largely a clerical one.

DISADVANTAGES:

1. There is an actual inquiry made by an Agent in the Atlanta Office in connection with each of these cases which constitutes investigative effort on his part, for which the Atlanta Office should receive due

credit, it being noted that the time expended on these inquiries is as great as that expended on many other leads handled by field offices of the Bureau.

2. By not opening or closing cases - that is, not preparing assignment cards - the case load of criminal cases actually handled by the Atlanta Office is not properly reflected in the Monthly Administrative Report. In this connection, it may be noted that the Bureau is laying emphasis on the volume of criminal cases handled by the Bureau at the present time.

RECOMMENDATION:

The Committee is unanimously in favor of it, but feels that any reports or letters of this nature should not be placed in the 26-0 file in the Atlanta Office but should be placed in a separate miscellaneous file to include all such reports of a similar nature received from the AUBD wherein the Atlanta Office has no substantive investigative problems. The placing of this information in a file different from the zero file is for the purpose of separating from the specific complaints the non-specific complaints.

Mr. Hendon and Mr. Scheidt are opposed to the preparation of assignment cards and the consequent opening and closing of cases based upon the handling of complaints in the fashion described by the above-stated reasons.

Mr. Conroy and Mr. Clegg are in favor of credit being claimed in the usual manner for the opening and closing of a case, it being suggested that assignment cards can bear the class, file and serial number for the following reasons:

- A. The manual now requires the preparation of assignment cards in cases under the jurisdiction of the Bureau whenever one or more interviews are required.
- B. There is as much work in handling this type of case as there is in the handling of thousands of cases every year by the various field offices in one interview leads, in the receipt of complaints in Anti-Trust cases, and in other work which takes the time of Special Agents to handle.
- C. The Bureau deserves credit for the utilization of Agents' time in the acquisition of the detailed information in question.
- D. Credit is claimed by the Washington Field Office and other field offices when even Special Employees conduct short interviews to pick up the simplest type of information in a case and in this type of case the complicated date required, getting quickly the motor and serial numbers, are more complicated and subject to a greater degree of error than the simpler forms of interviews.
- E. It will be possible during inspections for an examination to be made of these RUC'd assignment cards to discover the extent, scope and coverage of such complaints.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, was unanimously in favor of the field offices where the complaint originated placing all

the complaints in one file bearing classification Number 26 but not in the 26-O file. This, of course, applies when there is no investigative work to be performed in the division where the complaint originated.

Since the statement was made that the recording of these cases as opened and closed in the division where the complaint was made would have no affect on the Bureau's budget and would not be of value to the Budget Bureau or to the Appropriations Committee, the Conference unanimously recommended that no case be opened in instances where no investigative work was to be performed and where the sole function of the reporting office was to transmit a complaint to other offices. Therefore assignment cards would not be prepared and no credit claimed by the office for opening and closing a case.

HHC/wl

OK.

Respectfully,
For the Conference

J.

Clyde Tolson

E. A. Tamm

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

DATE: May 31, 1946

FROM : RA. ROSEN

SUBJECT: ~~UNNECESSARY INTERIM REPORTS~~*Investigative Reports*

The Investigative Division has completed a review of 250 investigative reports submitted during the week beginning May 27, 1946, and it was determined that 73 of these reports were unnecessary. This figure represents a percentage of 29.2.

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Coffey
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Mohr
 Mr. Carson
 Mr. Hendon
 Mr. Stamford
 Mr. Jones
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Beahm
 Miss Gandy

ACTION TAKEN

These data are supplied for your information. The offices submitting these unnecessary reports are to be advised by form letter of the delinquencies committed.

RECORDED
 INDEXED
 344.

166-2435-433
 F B I
 31 JUN 6 1946

EX-433

62
 52 JUN 17 1946

CONFIDENTIAL - AIR POUCH

RECORDED
Date

Date: May 13, 1946

To: Legal Attache
Asuncion, Paraguay

From: John Edgar Hoover - Director, Federal Bureau of Investigation

Subject: SUGGESTED COVER SHEET
Administrative

The suggestion contained in your communication of April 26, 1946, entitled as above has been considered, but it is not believed practicable to use a special cover form for submitting reports to the Embassy. In this connection it is believed that the recent manual change of which you have been advised will take care of your problem. This is to the effect that the synopsis will now appear on the first page of the Investigative details memorandum and will permit of the distribution of the synopsis with the investigative details to other agencies. As instructed, you should adopt this change in the report form immediately.

Mr. Wilson
Mr. S. A.
Mr. Cle t.
Mr. Duffey
Mr. Glavin
Mr. Ladd
Mr. Michol
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Jurena
Mr. Mendon
Mr. Perlman
Mr. Quirt
Mr. Lease
Miss Saenger

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: May 31, 1946

FROM : B. C. Brown

SUBJECT: ~~STATUS AND INTERIM REPORTS~~

sh

B.C.B.

Investigative Reports

A review of 250 pending reports received by Division Five during the week of May 20, 1946, has disclosed that 12 of these may be considered status or interim reports which do not forward the investigation, or which could have been handled by letters or by memoranda for the Field Office files.

cc

Mr. Tolson	<input checked="" type="checkbox"/>
Mr. E. A. Tamm	<input checked="" type="checkbox"/>
Mr. Quinn	<input checked="" type="checkbox"/>
Mr. Coffey	<input checked="" type="checkbox"/>
Mr. Glavin	<input checked="" type="checkbox"/>
Mr. Ladd	<input checked="" type="checkbox"/>
Mr. Nichols	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input type="checkbox"/>
Mr. Carson	<input type="checkbox"/>
Mr. Egan	<input type="checkbox"/>
Mr. Hendon	<input type="checkbox"/>
Mr. Pennington	<input type="checkbox"/>
Mr. Quinn Tamm	<input type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Mr. Nease	<input type="checkbox"/>
Miss Beahm	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

A breakdown as to character indicates that of the 12 reports, three were Servicemen's Dependents Allowance Act of 1942, two were Extortion, two were Bank Robbery and five were Fraud Against the Government.

ACTION: The Field Offices concerned will be advised of the instances in which they apparently have failed to comply with the Bureau's instructions concerning this matter. A form letter is now being lithographed for this purpose.

BCB:alo'd

RECORDED
&
INDEXED

66-2435-435
F 13 II
36 JUN 1946

63
EX-29

59 JUN 20 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd *dr*

FROM : E. C. Brown *sub*

SUBJECT: STATUS AND INTERIM REPORTS

DATE: May 31, 1946

[Handwritten signature over a list of names]

Mr. Johnson	✓
Mr. Gleaz	✓
Mr. Coffey	✓
Mr. Gravitt	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Carson	✓
Mr. Egan	✓
Mr. Gurnea	✓
Mr. Hendon	✓
Mr. Pennington	✓
Mr. Quinn	✓
Tele. Room	✓
Mr. Nease	✓
Miss Beahm	✓
Miss Gandy	✓

Of the 250 pending reports for Division Five reviewed for the week of May 27, 1946, 17 were found to be status or interim reports, or could have been handled otherwise.

The reports were in the following classifications:

Servicemen's Dependents Allowance Act of 1942	7
Ascertaining Financial Ability	1
Bondsmen and Sureties	1
Fraud Against the Government	5
Bank Robbery	2
Anti-Trust	1

ACTION:

Form letters will be mailed to the Offices submitting the above reports, advising them of their apparent failure to abide by the Bureau's instructions concerning this matter.

BCB:alo'd

[Handwritten signature]
RECORDED & INDEXED
lrb

166-2435-436
F 13 I
32 JUN 3 1946
[Handwritten signature]

58 JUN 14 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 10, 1946

FROM : SAC, Norfolk

SUBJECT: NEWTON MATHIAS

SELECTIVE SERVICE

Bureau File 25-289550;

CHARLES WALKER - FUGITIVE

Local Board No. 2, Portsmouth, Virginia

SELECTIVE SERVICE

Bureau File 25-38587;

GROVER P. LEWIS

THEFT OF GOVERNMENT PROPERTY;

CHARLES LINWOOD WADDELL

ILLEGAL POSSESSION OF GOVERNMENT PROPERTY

Concurrent with Report

Reference is made to Bureau form letters dated June 5 and 6, 1946, which letters enclosed reports submitted by this office, pointing out that they appeared to be unnecessary interim reports. The reports returned by the Bureau are being enclosed herewith for the Bureau's files, inasmuch as it is not believed that the Bureau intended to return these reports to the Norfolk Field Division inasmuch as the subsequent inclusion of the information contained therein in future reports would necessitate additional stenographic work in the Norfolk Field Division.

It is agreed that all of the attached reports were unnecessary interim reports, and more care will be taken in the future to see that such interim reports are not submitted.

ML

ENCLOSURES DETACHED
AND HANDLED SEPARATELY

WVC:snb
25-6354

cc: 25-33
52-1890
52-1799

RECORDED
EX-19

166-2435-437
1 JUN 11 1946

Encl. - 4

59 JUN 18 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 10, 1946

FROM : SAC, ALBANY

SUBJECT: DESERTER FUGITIVES

Investigative Reports

Reference is made to Bureau Bulletin #27, Series 1946, dated May 15, 1946, Section A, DESERTER CASES - REPORTS TO BUREAU. In this Bureau Bulletin it is stated that the Bureau does not desire that Field Offices submit reports to the Bureau in Deserter cases other than in the instances set forth in the bulletin.

The Bureau's attention is directed to Bureau Bulletin #35, Series 1945, dated June 6, 1945, Section B, DESERTER FUGITIVE INVESTIGATIONS - CLOSING ADMINISTRATIVELY - REPORTING. Paragraph four of this bulletin sets forth that investigative reports must be submitted by your office in all instances where a deserter fugitive is located and apprehended in your territory. Since the details of a deserter's apprehension or location are frequently of much interest to the interested Armed Service in connection with court martial proceedings.... the reporting of such pertinent data by teletypes referring the cases upon completion to the office of origin is not satisfactory.

Unless advised to the contrary, it will be assumed that by issuing Bureau Bulletin #27, the Bureau does not desire apprehension reports in deserter fugitive investigations unless the case falls into one of the categories set forth in Bureau Bulletin #27.

VMS:VA

42-00

RECORDED
66-2435-438

EX-26

50 JUN 20 1946

JF

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. Tamm
 FROM : R. A. Rosen
 SUBJECT: STATUS REPORTS

DATE: June 7, 1946

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Coffey
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Mohr
 Mr. Carson
 Mr. Hendon
 Mr. Lamford
 Mr. Jones
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Beahm
 Miss Candy

This is to advise that the Investigative Division has completed the review of 250 investigative reports submitted during the week beginning June 3, 1946. It was found that 42 of the reports were unnecessary. This figure represents a percentage of 16.8.

ACTION TO BE TAKEN: Form letters are being directed to those field divisions which submitted the 42 unnecessary reports pointing out the respective delinquencies.

RECORDED 16-2435-439
 EX-68 F B H
 31 JUN 13 1946

CON:MEW

59 JUN 20 1946

Office Memorandum • UNITED STATES GOVERNMENT

cc

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #172-E
 EMPLOYEE: JANE SNYDER
 KNOXVILLE FIELD DIVISION

DATE: MAY 23, 1946

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Bear	
Miss Candy	

Hinkley

Barton

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
 R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: 1. That lengthy quoted material be inset both in the lefthand and righthand margins.
 2. That a larger margin be left at the top of investigative reports (at present is $1\frac{1}{4}$ "")

July 11 1946

Copy

ADVANTAGES:

1. It would more readily reflect that the material is quoted.
2. Larger margin at the top would make the reading of the pages in large reports easier.

DISADVANTAGES:

1. It would unnecessarily require the use of more paper and if the material is lengthy would in turn lengthen unnecessarily certain reports.
2. No purpose is served by the suggestion since from quotation marks it is always apparent that the material is quoted.
3. This is the type of matter which does not require a rule or regulation.
4. It is believed that the present margin at the top, everything considered, is satisfactory.

RECOMMENDATION: Unanimously ~~opposed~~ ^{RECORDED}
 RCH:ER

EXECUTIVE'S CONFERENCE CONSIDERATION: INDEXED ³⁵⁴

166-2435-4440

166-2435-4440

F B H

31 JUN 1946

Unanimously opposed by the Executive's Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

*Respectfully,
 For the Conference*

Clyde Tolson

E. A. Tamm

56 JUN 25 1946

*cc: Mr. Clegg
 Mr. Hendon*

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #172-F
EMPLOYEE: JANE SNYDER
KNOXVILLE FIELD DIVISION

DATE: MAY 23, 1946.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beam _____
Mr. _____

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the disposition of signed statements, photographs, bills and sales receipts be reflected in investigative reports.

ADVANTAGES:-

1. After reading the report it would be readily ascertained by all offices in possession thereof where such material was located.

DTS ADVANTAGES:

1. Most ordinarily the disposition of such materials is not available at the time a report is prepared and where known it is not contrary to present practice to reflect the information.
 2. There would be so many exceptions to the rule that a rule is not required and would become inoperative.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

*Unanimously opposed by the Executives Conference on May 27, 1946,
those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols,
Hendon, Hince, Ladd, Rosen and Tamm.*

*Respectfully,
For the Conference*

57 JUN 24 1946 ✓ 62

RECORDED
&
INDEXED

166-2435 - 441
F B II

cc: Mr. Clegg
Mr. Hendon

Office Mem

dum

• UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : THE JOINT COMMITTEE
 SUBJECT: SUGGESTION #28-B
 EMPLOYEE: SAC D. A. BRYCE
 OKLAHOMA CITY FIELD DIVISION

DATE: APRIL 12, 1946

Mr. Tolson
 Mr. E. Tamm
 Mr. Clegg
 Mr. Olavier
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Egan
 Mr. Gurnea
 Mr. Harbo
 Mr. Hendon
 Mr. Pennington
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Mr. Beane
 Mr. Gandy

Mr. Carlson

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
 R. C. Hendon E. Scheidt

Employee Report
 EMPLOYEE SUGGESTS: That instead of setting forth 35 types of cases in which reports are prepared for submission to the Bureau and which should be stamped "file" the formula be modified so as to show that the word "file" would be placed on all reports with the following exceptions:
 (a) The initial report in any type of case
 (b) Reports containing statistical data
 (c) Reports making a subject a fugitive or reporting his apprehension
 (d) Reports containing information of interest to the Bureau
 (e) All closing reports

ADVANTAGES:

1. The recommendation would simplify the present rule and also it would expand it considerably and modify it as a matter of policy.
2. It would lessen the number of reports to be automatically read by supervisors at the Seat of Government.
3. It would be easier for field offices to remember or to refer to records as to the types of reports that should not be stamped "file."

DISADVANTAGES:

- RECORDED*
- EX - 68 & *RECORDED 343* *66-2435-442*
1. It would expand the present system of marking reports "file" to types which it is believed should be reviewed by the supervisor.
 2. It would leave entirely too much discretion with the field as to types of reports to be reviewed by Bureau supervisors.
 3. The formula presently being used has become more or less a fixed formula in the minds of those who stamp the reports "file" and any change would cause some confusion.
 4. Subsection D is a catchall which in order to secure any uniformity in the field would require additional specific listings on the part of the Bureau in the event the Agents in Charge are placed in a position to accurately determine reports containing information of interest to the Bureau.

RECOMMENDATION: That a chart be prepared similar to the attached, ~~which after the printing was not up to date due to intervening modifications.~~
 This chart should be furnished to each field office in sufficient number that each member of the supervisory staff would have one available for easy reference. It was unanimously recommended that the rule continue as at present.

cc: Mr. Clegg
 Mr. Hendon
 HHC: E

Rec'd to file 50C
typed 5/2/46
Rec'd 6-12-46

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, concurred with the recommendation of the Joint Committee that the attached chart which has been brought up to date be printed and distributed in adequate number for each field office to have a sufficient number of copies for the various members of the supervisory staff in order to provide an easy reference in handling such matters.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

HHC: PJ

Office Memorandum

UNITED STATES GOVERNMENT

AR:WW

TO : MR. E. A. Tamm

FROM : A. ROSEN

SUBJECT:

DATE 4/18/46

Copy
of Investigative R. C. file

With reference to the memorandum from the Director dated April 11, 1946, a copy of which is attached, Supervisor C. C. Nelson is being designated by this Division to assist in making a weekly check of investigative reports received at the Bureau in order to select reports which should not have been transmitted in keeping with instructions issued to the field.

Attachment

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Beahm _____
 Miss Gandy _____

RECEIVED

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. E. A. Tamm

FROM : A. ROSEN

SUBJECT: REVIEW OF INCOMING REPORTS FOR
INSTANCES OF "STATUS" AND "INTERIM" REPORT WRITING

DATE: May 20, 1946

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Egan

Mr. Hendon

Mr. Remington

Miss Quinn Tamm

Tele. Room

Mr. Nease

Miss Beahm

Miss Candy

In accordance with your instructions, Division 6 conducted a review of approximately 264 pending reports received during the week of May 13 last. Of these 72 or 27.6% were deemed to constitute unnecessary report writing, which, if eliminated, would reduce considerably the present burden of the record section.

26 of the reports selected as unnecessary are attached. Also attached is a list tabulating the titles and other data on these reports, together with the particular observations made relative to their falling into the classification of either "status" or "interim" report writing.

Attachment

JO G:KLM

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ENCLOSURE

66-2435-4444

<u>TITLE & CHARACTER</u>	<u>ORIGIN</u>	<u>MADE AT</u>	<u>REFERENCE</u>	<u>OBSERVATION</u>
ROY E. RISON; APPLICATION TO RESTORE CIVIL RIGHTS	Little Rock	Okla. City	Okla. City report 3/8/46	The reporting office sets out only 2 leads and these are reset leads for itself. No pertinent information is reported and balance of investigation should have been conducted and an RUC report written.
UNSUBS; ROBERT J. TICK; et al; NSPA	Boston	New York	NY report 3/25/46	No information other than the results of a Laboratory examination and the fact that further specimens were being forwarded to the Laboratory are set forth. Bureau already in possession of this information.
CALVIN HITE GREGORY; NSPA; SS; MAIL FRAUD	Des Moines	Indiana- polis	KC wire 4/8/46; Indiana. report 3/11/46	Balance of investigation in Indianapolis should have been completed prior to writing report.
GEORGE FAVORS; SS	Miami	Miami	Miami report 3/7/46	Details consist of $3\frac{1}{2}$ lines and report only subject's indictment by Federal Grand Jury.
TEODULO MARTINEZ; SS	San Antonio	San Antonio	SanAnt report 3/8/46	Report advises solely that correspondence with Philadelphia Division re INS information on subject was negative. Investigation not advanced and undeveloped lead should have been handled before writing this report.
WILSON BEGAY; SS	Phoenix	Phoenix	Phoenix report 12/17/45	Only 3 leads set out and these for reporting field division. Should have been covered prior to writing report.
CHARLES LINWOOD DDELL; TGP	Norfolk	Norfolk	-	Reporting office should have awaited report from Bu. Laboratory and with that information carried out the lead set for itself. Closing report could then be submitted.

<u>TITLE & CHARACTER</u>	<u>ORIGIN</u>	<u>MADE AT</u>	<u>REFERENCE</u>	<u>OBSERVATION</u>	
FRANK C. CARROLL; UFAP	Newark	Newark	Knox. wire 4/10/46	Reporting office should have awaited the dismissal of complaint against subject and written closing report.	
J. D. BARNES; UFAP	Charlotte	New York	Char. report 4/4/46	Negative information reported. Only investigative leads set out for reporting office. These should have been covered before writing report.	
MARIE WILLIAMS; WSTA	Newark	Newark	Newark report 3/13/46	Information does not advance investigation. Balance of leads within Newark Division should have been covered before writing report. Reset leads for New York could have been handled by letter to that office.	
JESUS OTADUY HERIZ; STOWAWAY	New York	New York	-	It is reported that prosecution is declined and the only lead set out requests the reporting of actual deportation of the subject when this information is obtained from INS. Should have awaited receipt of this information and closed report.	
JERONIMO OLAZARAN; STOWAWAY	New York	New York	-	"	"
MARIANO GARCIA; STOWAWAY	New York	New York	-	"	"
SANTIAGO ORTEGA; STOWAWAY	New York	New York	-	"	"
MARIANO MEREGA; STOWAWAY	New York	New York	-	"	"
MATRICE MARAIS; STOWAWAY	New York	New York	-	"	"

<u>TITLE & CHARACTER</u>	<u>ORIGIN</u>	<u>MADE AT</u>	<u>REFERENCE</u>	<u>OBSERVATION</u>
PAUL F. TOWNSEND; DESERTER	Baltimore	Richmond	Balti. report 3/12/46; Rich. report 3/29/46	Report develops no information of value, and resets lead for reporting office. Thorough investigation should have been conducted before writing report and if deemed necessary to advise office of origin, a letter rather than a report should have been written in this instance.
NORBERT DESROSIERS; IMPERSONATION	New Haven	New Haven	New Haven report 4/9/46	Only investigative leads set out for reporting office. They should have been covered before writing report.
ROY LEON BRUCE; IMPERSONATION	San Antonio	San Antonio	Dallas report 4/5/46	Only negative information reported and no leads set out for reporting office. Reset leads for auxiliary office could have been handled by letter.
RAYMOND W. GARDNER; IMPERSONATION	New York	New York	New York report 2/20/46	Nothing of significance developed herein. Lead for Philadelphia to reinterview subject should have been handled by letter.
UNSUB; NAVTA	Boston	Boston	-	In the absence of other investigative leads being set out, solitary lead for reporting office should first have been covered before writing report.
UNSUB; NAVTA	Washington	Washington	Wire to Balti. 2/1/46	Reporting office should have requested auxiliary office by letter to cover undeveloped lead, which was previously set out in teletype, and upon receipt of that information, closed case or set out leads for investigation.

<u>TITLE & CHARACTER</u>	<u>ORIGIN</u>	<u>MADE AT</u>	<u>REFERENCE</u>	<u>OBSERVATION</u>
GENE CONTRILL; NMVTA	Okla. City	Okla. City	Okla. City report 3/29/46	Negative information reported. Only leads set out for reporting Division and these are reset. Undeveloped leads should have been completed before writing report.
EARL WILLARD; NMVTA	Salt Lake	Salt Lake	Salt Lake report 2/25/46; Los Ang. report 3/29/46	Investigation not advanced. Negative information reported. Of 3 leads set for reporting office, 2 are reset. All 3 should have been covered before writing report. Other leads re- set for auxiliary offices could have been handled by letter to those field divisions. A copy of report to U.S. Attorney was unnecessary.
UNSUB; NMVTA	Salt Lake	Salt Lake	Salt Lake report 1/15/46	Negative information reported. Investigation not advanced. Sole undeveloped lead within reporting office calls for setting leads on the basis of information received from the Bureau. Should have awaited this information and set appropriate leads.
STEPHEN ANTHONY GALECKI; NMVTA	Washington	Washington	Washington report 1/10/46	Negative information. Does not advance investigation. No new leads for reporting office. Re- set leads for auxiliary could have been handled by letter. No necessity to designate copy to U. S. Attorney.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

FROM :

SUBJECT: 1) TITLE _____
2) _____

CHARACTER _____
 FIELD OFFICE NO. _____
 BUREAU NO. _____
 REPORT MADE AT _____
 DATE _____
 REPORTING AGENT _____

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo A.
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beale
Miss Candy

3

The above report has been carefully reviewed at the Bureau. It appears to be an unnecessary interim report. The instructions set forth in Bureau Bulletin #22 (A&B) dated April 17, 1946, have not been followed. Undeveloped leads within a field division should be covered before a report is written unless the nature of the case requires a report to adequately and promptly further the investigation.

Reports should not be written solely for the purpose of preventing a case from becoming delinquent.

66-2435-444

ENCLOSURE

fc

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. LADD

FROM : B. C. Brown *b3*

SUBJECT: ~~STATUS AND INTERIM REPORTS~~

DATE: May 20, 1946

Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carlson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Fam
Tele. Room
Mr. Kease
Miss Beam
Miss Candy

Investigative Reports

In accordance with your instructions, 250 investigative reports received at the Bureau during the week of May 13, pertaining to the work of Division Five have been reviewed to determine whether or not the field has been complying with Bureau instructions to discontinue the submitting of status and other unnecessary reports. Of those reviewed, none could be definitely classified in the above categories.

This project will be continued. It has been noted that the form letter referred to in the Director's memorandum of April 11, 1946, by which the field is to be advised of the failure to comply with the Bureau's instructions has not been prepared. This has been brought to the attention of Mr. Carlson of the Training and Inspection Division.

EW

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52 JUL 15 1946 *EW*

BCB:mn

EW

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EW

RECORDED
INDEXED

Office Memorandum

UNITED

GOVERNMENT

TO : MR. CLYDE TOLSON

DATE: MAY 27, 1946

FROM : H. H. CLEGG HAG

SUBJECT:

The first survey of pending reports has been made by the Security and Investigative Divisions. These reports are attached hereto. It is to be noted the Security Division after a review of 250 reports found none that were considered as status or unnecessary reports. The Investigative Division reviewed 264 pending reports, of which 72, or 27.6%, were deemed to be unnecessary reports.

Attached hereto is a suggested form letter to be used in pointing out to the field that a particular report was considered by the Bureau as unnecessary.

RECOMMENDATION

That the attached form letter be approved and printed by the Mechanical Section. It should then be transmitted to the Investigative Division for transmittal to the appropriate field offices.

JAC:ER

OK
EdDW
Form letter printed and
transmitted to Investigative
Division - 6/7/46
Rec'd

RECORDED

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b.CW

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(B) PAROLE REPORTS. -- In the future, parole reports shall be submitted as an inclosure with the regular investigative report which reflects the prosecutive action on which the parole report was based. The parole report shall not be stapled to such investigative report but shall be attached with a regular paper clip. Abstract slips should not be submitted with the parole reports, but the abstract slip attached to the investigative report will reflect that a parole report is inclosed.

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57 MAY 28 1946

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE
SUBJECT: SUGGESTION #54-D
EMPLOYEE: SAC BOARDMAN
SEATTLE FIELD DIVISION

DATE: April 26, 1946

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

1. That current instructions be issued by Bureau mentioning all requirements as to submitting reports in Matnap case.
2. That three copies of reports no longer be required by Seattle Office but only two copies be furnished thereto.
3. That the requirement that one copy of each report be designated for the office where a suspect was first reported be discontinued.

ADVANTAGES:

1. Instructions as to the submission of reports in this case are scattered throughout the field in various Bulletins and SAC Letters and should be brought up to a current status for ready reference.
2. The elimination of one copy for Seattle Office would be a saving in money and in many instances, time. Two copies are entirely sufficient to serve the purpose.
3. No longer is it necessary for a copy to be furnished to the office where suspect was first reported since due to the reduction in the number of suspects, the activities of each can be fully supervised by the Seattle Office.
4. The elimination of a copy for offices where suspect was first reported would also eliminate additional clerical and supervisory effort in handling those particular reports which are actually of no interest to an office.

The SAC of the office of origin of the Matnap case has indicated he is in favor of all these suggestions and that it will facilitate the work of the office of origin.

RCH:rs

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Suggestion 54-D

Employee: SAC Boardman
Seattle Field Division

DISADVANTAGES:

1. Additional work in preparation, mailing, and filing of letters suggested.
2. Additional work in preparation of letter suggested in order to contain any additional observations the Bureau might wish to make.

RECOMMENDATION:

Unanimously favorable and that the specific recommendations by Boardman be considered by the case Supervisor in preparation of instructions to the field.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

Director's notation: "OK H."

E. A. Tamm

RCH:DW

Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: June 11, 1946

FROM : Mr. B. C. Brown

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Currie
Mr. Hendon
Mr. Pennington
Mr. Quinn ~~fa~~
Tele. Room
Mr. Nease
Miss Beam
Miss Candy

SUBJECT: STATUS AND INTERIM REPORTS

A review of 250 pending reports received for Division 5 during the week of June 3, 1946, disclosed a total of 12 reports which might be considered as status or interim reports. They were in the following classifications:

Ascertaining Financial Ability - 1
Bank Robbery - 3
Servicemen's Dependents' Allowance Act of 1942 - 5
Federal Reserve Act - 2
Extortion - 1

Form letters on these 12 reports have been transmitted to the offices concerned.

BCB:edm

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100

Memorandum • UNITED STATES GOVERNMENT

Mr. R.
FROM : Mr. Callan
SUBJECT:

RE: 5/29/46

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

Reference is made to SAC Letter 62 forwarding the chart to the field for the use of field administrative officials in determining whether or not to stamp a report "File". It is noted that according to the chart Selective Service - Reemployment cases, Cases of Interference by Violence with the Administration of the Selective Service Act and closing reports or reports placing a case in a pending inactive status may be stamped "File".

I thought you might wish to inquire of the Training Division whether this is the result of an inadvertency or whether some new policies with regard to the handling of Selective Service have been adopted concerning which the Selective Service Unit has not been advised. If the former is the case, it is suggested that a new chart be drawn up and issued to the field. If the latter is the case, it is suggested that courtesy would dictate that the supervisory staff at the Seat of Government which is theoretically at least entrusted with the supervision of the Bureau's work in the Selective Service field be advised of contemplated changes in Bureau policies.

GCC:MCM

RECORDED

142-2435-449
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31 JUN 14 1946

30 JUN 14 1946

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 4
Page 38 ~ Referral/Direct
Page 133 ~ Referral/Direct
Page 134 ~ Referral/Direct
Page 135 ~ Referral/Direct